

**CITY OF SUN VALLEY  
VARIANCE APPLICATION**

File No. VR-\_\_\_\_\_

Submittal Date \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

Legal Description of Property: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Section of the Sun Valley Development Code from which the project varies:

Application Fee: \_\_\_\_\_ Public Notice Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

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**Name of Owner of Property:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner Consent:**

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: \_\_\_\_\_

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**Application Contact** (if different than above): \_\_\_\_\_

*\*\*Contact will be the primary point of contact for questions related to the application.*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Action Taken:**       Approved     Denied       Conditionally Approved     Other

VARIANCE CHECKLIST

City Use Only

File Number: VR - \_\_\_\_\_

Project Name: \_\_\_\_\_

Certified Complete by: \_\_\_\_\_ Date \_\_\_\_\_

**The following items must be submitted with the application for the application to be considered complete.**

\_\_\_ Written description of the nature of the variance requested, including an explanation to the following section of the Sun Valley Municipal Code, 9-5B-8, items 1-5:

1. The subject property is deprived, by provision of this title, of rights and privileges enjoyed legally by other properties in the vicinity and under the applicable zoning district because of the unique size, shape, topography or location of the subject property (a finding of undue hardship);
2. The need for the variance is not the result of actions of the applicant or property owner;
3. The variance will not unreasonably diminish either the health, safety or welfare of the community neighborhood;
4. The variance is the only reasonable alternative to overcome the undue hardship; and
5. The variance is the minimum relief necessary to allow reasonable use of the subject property.

\_\_\_ Stamped and addressed envelopes of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered along with a paper copy of same.

\_\_\_ Proof of interest in subject property.

\_\_\_ Other information and/or materials as requested by the Community Development Department.

**If the Variance is associated with a concurrent Design Review application, the additional items are required.**

\_\_\_ Three (3) "D" size sets of plans (if associated with a Design Review application) to scale, including:

\_\_\_ Vicinity Map.

\_\_\_ Six (6) 11" x 17" copies of larger plans/maps.

\_\_\_ PDF files of all required documents and 11" x 17" plans/maps on a CD.

\_\_\_ Diagrams, site plans and/or building elevations showing the nature and extent of the proposed variance.

\_\_\_ Other information and/or materials as requested by the Community Development Department.