



# ENGINEERING VARIANCE CHECKLIST

**Acceptance of Engineering Variance Application:** Engineering Variance applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from Planning Director constitutes grounds for refusal of the Engineering Variance submittal for processing.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-development meeting or upon review of the plans.

The Planning and Zoning Commission may consider a request for a variance from the engineering design manual and standard construction details of the city and forward a recommendation to the city council for its review. The decision of the City Council on a request for a variance shall be final.

**CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL REQUIREMENTS. UPLOAD THE CHECKLIST AS AN ATTACHMENT TO THE ONLINE PROJECT APPLICATION.**

## ENGINEERING VARIANCE SUBMITTAL REQUIREMENTS:

- Certificate of Acknowledgment:** The completed online application shall include the notarized signatures of the owner(s) through the execution of the Certificate of Acknowledgment. The Certificate of Acknowledgment shall be uploaded and submitted with the online application.
- Project Narrative:** A narrative describing the request, and the specific justification for requesting the proposed design.
- Fee:** Fee paid as described in the current Development Services Fee Schedule. The fee can be paid by phone, in person, or by mail. Applications will not be routed for review until the payment has been received.
- Digital Attachments:** Plan in PDF format (11" X 17").
- Applicant Information:** The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the request. If the applicant and the property owner are the same, please note as such. All correspondence relating to the project review and will be directed to the applicant designated on the application.
- Owner Information:** The application is required to be signed by the current property Owner (s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

\*\*Plans and sketches should represent the requested variance with sufficient design detail to allow consideration of the proposed and the effect on surrounding development and infrastructure.

## PROJECT NARRATIVE:

- The narrative should, to the greatest extent possible, reflect consideration of the following:
- Explain how the proposed meets the intent of the Engineering Design Manual and does not create any maintenance, operations or safety issues.
  - Provide supporting documentation which shall include references justifying the rationale for the requested deviation where applicable; and
  - Explain the hardship imposed if strict compliance with the Engineering Design manual is required.
  - Explain how the proposed meets the criteria of 6-124, and show that:
    - a. Variance is not detrimental to the public safety, health, or welfare or injurious to other property;
    - b. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property;
    - c. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict compliance with the subdivision ordinance is required;
    - d. The special or peculiar conditions upon which the request is based did not result from or were not created by the act or omission of the owner or any prior owner, subsequent to the date of creation of the requirement from which the variance is sought.

### ENGINEERING DEPARTMENT

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