

**ITEMS REQUIRED FOR VARIANCE REQUEST:**

**(1) A Variance Petition (see sample on next page) – MUST BE FILLED OUT BY CITY STAFF.**

**(2) Petition must be signed by all property owners within 150 linear feet of exterior property line stating that they agree with the variance.**

**(3) Plat – showing dimensions of lot and existing buildings**

**(4) Plans for project**

**(5) A picture or sample of what the project will look like.**

**(6) There is a non-refundable fee for each variance request submitted. (this does not apply to new subdivision plats).**

**These items need to be turned in 10 days before the City Council meeting.**

**City Council meetings are held the 2nd Tuesday of every month at 7:00 pm.**

