

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.

