

CITY OF WHEELER
VARIANCE PERMIT APPLICATION INSTRUCTIONS

A variance is generally a means of providing relief to a dimensional standard stated in the City Zoning Ordinance. The variance process requires public notice, and a public hearing before the City Planning Commission. A variance is granted for a specific item and may run with the land up to a replacement structure. The variance for a structure is an integral part of the building cycle and remains valid only for the life of a building permit.

1. The following items are necessary to file a Variance Application:
 - a. a completed and signed application form;
 - b. a site plan;
 - c. a statement addressing the four conditions for granting a variance;
 - d. a filing fee of \$300.00.

These items must be filed with the office of the City Recorder, City Hall, PO Box 177, Wheeler OR 97147, at least 30 days before the Planning Commission meeting at which the applicant would like to have the hearing scheduled. The Planning Commission usually meets the first Thursday of the month. The applicant must attend a pre-hearing conference with the City Planner to insure completeness of the application.

2. The site plan should be drawn to scale and show the size and shape of the property, the sizes and locations on the property of existing and proposed buildings and other structures, the parking layout (if necessary), adjacent streets, and any other information necessary or helpful in explaining the application.
3. All spaces on the application form must be completed. The request, item 2, should be stated clearly and completely, and must name the standard in the Zoning Ordinance from which the variance is being requested. For example: "A variance of the minimum front yard of 20 feet (Section 5.040(4)) to 15 feet."
4. The property location, item 3 on the application form, should include the street address as well as the information shown.
5. The reason for the request, item 6 on the application form, should include any special and unusual circumstances related to the property. If there is insufficient space on the form, attach a second sheet.
6. If additional assistance or information is needed, contact City Hall, 368-5767.
7. **All documents attached to the application must be no larger than 11" by 17". If you have documents larger than this size you must submit 12 copies with your application.**

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8. City Ordinance No. 92-4 states that the fee listed above covers one hour of the City Recorder's time and all of the Office Assistant's time to process the application, and the cost of mailings and publications, except where ORS allows the City to recover those costs. It further states ". . . these fees do not cover the costs of services of an attorney, planner, engineer, or any other person the Recorder finds it necessary to consult with regard to an application. All such costs, plus the cost of the City Recorder's excess time, will be paid by the applicant, and will be paid before City approval is final."

9. The applicant, or a representative, should attend the Planning Commission Hearing to answer any questions and respond to any conditions the Commission may want to add to the application.

10. An action or ruling of the Planning Commission may be appealed to the City Council within 15 days after the Commission has rendered its decision.

attachments: Article 14 of Zoning Ordinance
Variance Permit Application