



CITY OF MONROE  
644 Commercial Street  
PO Box 486  
Monroe, OR 97456  
541-847-5175; 541-847-5177 (FAX)  
www.ci.monroe.or.us

## APPLICATION FOR A VARIANCE

Fee: \$440

### Applicant(s)

Name: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_

Interest in Property (Owner, Purchaser, Agent, etc.): \_\_\_\_\_

### General Property Information

Street Address: \_\_\_\_\_

\_\_\_\_\_

Assessor's Map: \_\_\_\_\_ Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current area and use(s) of the Property: \_\_\_\_\_

## General Information

A variance requires a quasi-judicial public hearing by the Planning Commission and requires notification of property owners within 250 feet of the subject property.

## Required Application Information

**A detailed description of the present use of the property and the proposed variance, including:**

- The current use of the property
- The size of all buildings
- A description of the variance that is being requested
- The code or rule that the variance is being requested from

**A map of the property, drawn to scale, that contains the following information.**

- The property boundaries and the location and use of all buildings and other improvements on the property
- A north arrow and the scale of the map
- Any other information necessary in reviewing the use for compliance with the ordinance criteria

## Additional Responsibilities of the Applicant

It is the responsibility of the applicant to determine if wetlands are present on the property and to contact the appropriate state and federal permitting agencies prior to applying for a development permit from the City. If hydric soils are present on the property or if the property contains a wetland designated on the National Wetlands Inventory Map, the applicant must submit documentation to the City that: (1) A permit has been applied for from the Oregon Division of State Lands; or (2) The Division of State Lands has determined that no permit is necessary for the project.

City staff will assist the applicant in determining if the property contains hydric soils or is identified on the National Wetlands Inventory Map, but the City has no responsibility for determining if wetlands are present or if a state or federal permit is required.

## Signature(s)

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. This application must be signed by all owners of the property, or a statement authorizing the applicant to act for the owner must accompany the application.

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\_\_\_\_\_  
Date

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\_\_\_\_\_  
Date

## Processing Information

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony at the public hearing. 14 days' notice will be provided to property owners and public agencies and utilities prior to the Planning Commission hearing. The City will also send notices regarding the application and final decision to the applicant, affected government agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

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*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_