



MINOR VARIANCE APPLICATION

I. BACKGROUND INFORMATION

Applicant/Owner: _____ Phone: _____

Mailing Address: _____

Site Address: _____

Township; Range; Section; Tax Lot: _____

Zone: _____ Parcel Size: _____

Existing Use/Structures: _____

Application Proposal: _____

II. REVIEW CRITERIA

Section 3.102.04, of the Amity Zoning and Development Code, establishes findings that must be addressed before granting approval of a Minor Variance. **The applicant must provide a written response to the following:**

1. The intent purpose behind the specific provision sought to be varied is either clearly inapplicable under the circumstances of the particularly proposed development; OR,
2. The particular development as proposed otherwise clearly satisfies the intent and purpose for the provision sought to be varied; and
3. The proposed development will not unreasonably impact adjacent existing or planned uses and development; and
4. The minor variance does not expand or reduce a quantifiable standard by more than 20 percent and is the minimum necessary to achieve the purpose of the minor variance; and
5. There has not been a previous land use action approved on the basis that a minor variance would not be allowed.

III. APPLICATION REQUIREMENTS

- A. Completed and signed application form.
- B. Written response to the criteria in Item II., above.
- C. One (1) copy of the site plan drawn to scale. The site plan must include the following information (where applicable): existing and proposed structures, driveways, parking, landscaping, and significant natural features.
- D. Names and addresses of all the property owners within 150 feet of the boundaries of the property. This list must be provided by a Title Company or the Yamhill County Assessor.
- E. Copy of the latest deed, sales contract, or title report indicating property ownership.

IV. SIGNATURES

NOTE: All owners *MUST* sign this application or submit a letter of consent authorizing another individual to complete and sign application. Incomplete or missing information may delay the review process.

Applicant/Owner Signature	Date
Applicant/Owner Signature	Date

For Office Use Only

Submittal Date: _____ Fee: _____ Received by: _____

Application Type: _____ Completeness: _____ 120 Day: _____

Staff Report Received: _____ Commission Hearing: _____

Application Deposit and Fee paid on: _____ Receipt _____

Cash Check # _____ Refund Yes, on: _____, check # _____ No