Administrative Variance Submittal and Review Procedures (16.08.090)

► A Variance of <u>less than 10% deviation</u> from the area, size, required setbacks, building height and other similar development standards and requirements of the land use districts may be reviewed administratively by the Planning Director pursuant to Chapter 16.08.090 of the Churchill County Code.

Note: An administrative variance is not applicable to the age or size requirements of a manufactured home or the paving or bridge requirements of any land division.

▶ Prior to consideration of an administrative variance the Planning Director shall provide written notice of the requested variance to each owner, as listed on the county assessor's records, of real property located within one-hundred feet (100') of the exterior limits of the property in question as shown by the latest assessment rolls of the county. Notice by mail to the last known address of real property owners as show by the assessor's records shall be sufficient.

► The applicant shall provide:

- The original application and one (1) copy of the deed to the property.
- A drawing of the property indicating locations of existing house(s), well(s), septic tank(s) and leach field(s), accessory structures, distances, setbacks, access and depiction of subject variance.
- Adequate information must be provided explaining what the variance is for and adequate justification for the variance.

• Filing Fee: \$25

The Planning Director shall consider the effect of any requested variance. Provided that the deviation will not impair the purpose of the zoning district or any other provisions of the Churchill County Code, the Planning Director may grant the administrative variance.

► An approved variance must be exercised within three hundred sixty-five (365) days of the date of approval unless otherwise provided.

Definitions:

"Variance: is an authorization for a property owner to depart from the literal requirements of a zoning ordinance as it applies to his land.

"Administrative variance" is where the deviation is less than 10 percent from the area, size, height, setback requirement, or similar development standards and requirements of the zoning district. The Planning Director may grant the variance, provided that the deviations will not impair the purpose of the zoning district or any other provisions of the Churchill County code.

ADMINISTRATIVE VARIANCE APPLICATION

	DATE RECEIVED FILING FEE		
		FILING F	EE
APPLICANT NAME:			
PROPERTY OWNER NAME	E, if different:		
PROPERTY ADDRESS:			
APN:	ZONING: _	PARCEL SIZE	
Development standard from ☐ Acreage/land area		e is being sought: (check one Parcel width)
☐ Height: building		Setback: front / side / back	
☐ Height: sign		Other	
What is the development sta	ındard/requireme	ent?	
What is the variance reques	ted?		
Check attachments includ		tion:	
Site plan	Deed		
Photographs) Other, p	olease specify:	
	VER	RIFICATION	
State of <u>Nevada</u>)	c		
County of))		
•	,	being duly sworn o	denoses and save tha
read said application and	knows the con	cribed in the foregoing applications thereof; that the zoning read, understood and complications.	ation; that he/she has ng ordinances for ar
Signed			
Subscribed and sworn to be	fore me this	day of	, 20
by		·	
Notary Public			

ADMINISTRATIVE VARIANCE REVIEW OFFICE USE ONLY

Code requirement:		Variance reque	est:
Properties and property owner	ers within 100-fee	t of property	
Date notice provided to prope	erty owners above	e:	(attach letter providing notice)
Questions/comments receive	d from above liste	ed property owner	s: (attach comments)
Planning Director decision:			
Approved	Denied	Reasons fo	r denial
Date:	Signature:		
	Plan	ning Director	