

MINOR VARIANCE APPLICATION

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)
Hubbard, OR 97032
Phone: (503) 981-9633; Fax: (503) 981-8743
<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: _____
DATE: _____
FEE: _____
RECEIPT NO: _____

APPLICANT: _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

OWNER(S): _____
(If different from above)

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

REQUEST: _____

PROPERTY DESCRIPTION:

ADDRESS: _____

MAP PAGE AND TAX LOT NUMBERS: _____ ZONE: _____

CURRENT USE/STRUCTURES: _____ SQUARE FOOTAGE OF SITE: _____

FINDINGS:

Hubbard Development Code Section 3.104.04 specifies that the following approval criteria that must be addressed before granting a minor variance. Applicants are responsible for providing information demonstrating the following: (if necessary, please use additional page(s) for your response):

1. The intent and 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;

DATE: 9/19/08

3. The proposed development will not unreasonably impact adjacent existing or planned uses and development;

4. The minor variance does not expand or reduce a quantifiable standard by more than twenty percent (20%) 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.

ATTACHMENTS:

Please submit one paper copy and one (1) electronic copy (PDF format preferred of the following application materials:

1. A legible **site plan** drawn to scale on 8 ½ x 11 or 11 x 17 inch paper, or eight (8) full size copies (typically 18 x 24 inches or larger) that shows the following information:

- existing and proposed structures,
- driveways and vehicular circulation,
- parking,
- landscaping, and
- significant natural features.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)

Date

Applicant

Date

Owner(s)

Date

Owner(s)

MINOR VARIANCE INFORMATION SHEET

A variance is a grant or relief from certain zoning requirements when a strict application of the requirements for lot width, lot depth, lot area, building height setback, access, or other dimensional requirements in any zoning classification would cause an undue or unnecessary hardship.

VARIANCE REGULATION

Variances are regulated by the City of Hubbard's Development Code. Section 3.104 of the Development Code contains the variance procedures. The City Recorder or Recorder's designee has the authority to approve or deny minor variances as an administrative decision.

When a minor variance application is submitted concurrently with an application requiring Planning Commission review (such as a partition, subdivision, or planned unit development), the City Recorder or Recorder's designee may refer the minor variance application to the Planning Commission for their review.

No variance can be granted to allow a use of property not permitted in a zone.

APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness. If additional material is necessary, you will be contacted. Once the application is determined to be complete, City staff will prepare a report and decision. The City Recorder's decision can be appealed to the Planning Commission.

CONDITIONS ON VARIANCES

The City Recorder or Recorder's designee may impose such limitations, conditions and safeguards as it may deem appropriate so that the intent of the ordinance will be observed, public safety secured and substantial justice be done. The decision may limit the time or duration of a variance. If the variance is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval by the City of Hubbard. A violation of any such condition or limitation shall constitute a violation of the zoning ordinance.

EFFECTIVE DATE OF APPROVAL

The variance shall be effective 12 days after the date of the notice of the decision.

ADDITIONAL INFORMATION

For additional information on variances, call Hubbard City Hall at (503) 981-9633.