



North Dakota

## Variance Permit Application

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

Property Information: \_\_\_\_\_

Property Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Adjacent Zoning: N\_\_\_\_ S\_\_\_\_ E\_\_\_\_ W\_\_\_\_

Existing Use: \_\_\_\_\_

Adjacent Use: N\_\_\_\_ E\_\_\_\_ S\_\_\_\_ W\_\_\_\_

General Description of Request:

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Zoning Code Sections Relevant To This Request:

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Have Any Previous Applications or Appeals Been Filed in Connection With This Property?

No  Yes  Date: \_\_\_\_\_

### Property Owner:

Property Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address:

\_\_\_\_\_  
Street City State Zip Code

Email: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**\*Note: If applicant is not the owner of the premises, the owners signature or separate written permission authorizing Applicant to sign on behalf of the owner, must be affixed to this application. The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the premises for the purpose of review of this application.**

**Office Use Only:**

Date of BOA/Zoning Board Meeting: \_\_\_\_\_ Required Fee: **\$75.00**

Paid By: Cash Credit/Debit Check # Receipt #

## Checklist: Applications for Variance

- Purpose statement including an explanation and justification for approving the amendment:
  - Address the practical difficulties or unnecessary hardships that would result from the strict application of the relevant regulations;
  - Describe the variance or modification of regulations requested; and
  - Explain how granting the requested relief will observe the spirit and intent of the City of Gladstone Municipal Code, and will maintain the public safety and welfare.
  - State why the granting of this variance would not negatively impact adjoining landowners.
  
- Site Plan, drawn to scale with north oriented to the top of the page, showing:
  - Overall lot dimensions;
  - Location and dimensions of all buildings and structure found on-site;
  - Location and dimensions of proposed construction; and
  - Location and dimension of the variance requested.
  
- Copies of any order, requirement, decision, or determination made by an administrative official of the City of Gladstone that is relevant to this request.