



# VARIANCE APPLICATION

Variance Fee: \$300.00  
Fee must accompany application, payable to the City of St. Clair.

OFFICE USE ONLY

PERMIT #: \_\_\_\_\_

DATE: \_\_\_\_\_

Please complete and submit this application and the permit fee, along with the required documents listed on the back of this form.

**PLEASE NOTE:** In accordance with the City of St. Clair Zoning Ordinance a Public Hearing, with at least 10 days published notice and written notification to all property owners within three hundred and fifty feet (350') of the subject property, is required prior to any Council action on a Variance request. Work shall not begin until the Variance has been approved by the City Council. In addition to the Variance, a Building Permit or Zoning Permit may also be required.

## PROPERTY OWNER INFORMATION

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## PROPOSED PROJECT INFORMATION

**VARIANCE:** As defined by the City of St. Clair Zoning Ordinance, a Variance is the varying or waiving of specific literal provisions of the Zoning Ordinance in cases where their strict enforcement would cause undue hardship because of physical circumstances unique to the individual property. A Variance shall be limited to height, bulk, density, setback and yard requirements.

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

1. REASON FOR VARIANCE: Describe the project and the unique physical circumstances of the property and the hardship that would be caused by strict enforcement of the Zoning Ordinance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

3. COMPLETE AND INCLUDE THE REQUIRED DOCUMENTS LISTED ON THE BACK OF THIS FORM.

I hereby make application to the City of St. Clair for a Variance. The information provided on this application and the accompanying documents is complete and accurate and correctly states my intentions.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY

### CITY COUNCIL ACTION

Public Hearing Date/Time: \_\_\_\_\_ Posting/Publishing Information: \_\_\_\_\_

Comments: \_\_\_\_\_

Variance Approved: \_\_\_\_\_ Variance Denied: \_\_\_\_\_ Date: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

# Variance Application Site Plan Information

Submit all information applicable to your project; the City Council will not act on incomplete applications.

**SITE PLAN** – A Site Plan, which includes the following information, must be submitted with all Variance Applications:

- Date and North arrow.
- All property lines and lot dimensions.
- Location, dimensions and setback of all existing buildings and structures on the property.
- Location, dimensions and setback of the proposed building/structure.
- Location of all adjacent streets, sidewalks, driveways, alleys and waterways.
- Location of all existing and proposed water lines, hydrants, sanitary sewer lines and storm sewer drainage systems.
- Other information as required.

**PROPERTY LINES:** *It is the responsibility of the property owner to know the location of property pins and property lines. If property pins cannot be located and property lines cannot be determined it is the responsibility of the property owner to have the property surveyed.*

**SETBACK:** *The setback is the distance between the building/structure and the property lines. Front yard setbacks are measured from the property line (not the curb or the street).*