



CITY OF UMATILLA

Planning Department (541) 922-3226x110
700 Sixth Street, Umatilla, OR 97882

File No. _____

VARIANCE APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees. Failure to provide complete and/or accurate information may result in delay or denial of your request.**

SITE LOCATION AND DESCRIPTION

Tax Map #(S) _____ Tax Lot #(s) _____

Tax Map #(S) _____ Tax Lot #(s) _____

Frontage street or address _____

Nearest cross street _____

Current zoning City of Umatilla _____ County _____

Site size (acres or square feet) _____ Dimensions _____

SPECIFIC REQUEST (State the nature of the request and why a variance is necessary) _____

APPLICANT _____

Mailing address _____

Phone _____ Fax _____ Email _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ Fax _____ Email _____

Adjacent property under same ownership (list tax lot ID) _____

Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

120 day time limit Accepted as complete _____ Final decision by _____

DLCD 45-day notice required Y/N Date mailed _____ Date of first hearing _____

Planning Commission hearing date _____ Notice mailed _____

Notice to media Publication date _____ Emailed _____

Notice of Decision Date mailed _____ Appeal deadline _____

Associated applications _____

STRUCTURES Please indicate the type and number of structures on the site

Single Family Residence(s) _____ Multi Family Residence(s) _____
Manufactured Home(s) _____ Travel Trailer(s) _____
Other residential structure(s) _____ Barn/other ag building(s) _____
Commercial building(s) _____ Industrial Building(s) _____
Accessory buildings/structures _____ Other _____

SERVICE PROVIDERS Please indicate which of the following services are provided on the property

Water City of Umatilla _____ Well _____ Other/None _____

Sewer City of Umatilla _____ Septic _____ Other/None _____

Does the property have access to **City streets**? (Y/N, please explain what and where) _____

Does the property have access to **County Roads**? (Y/N, please explain what and where) _____

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details.

LIVESTOCK Please list the number and type of all livestock currently present on the property (*horses, cattle, sheep, goats, chickens, etc. Do not include domestic pets such as cats and dogs*) _____

BUSINESSES Are any businesses operating on the property? If yes, please describe. _____

All businesses operating within the City of Umatilla must obtain a Business License.

The applicant bears the burden of proof to show that there is a specific hardship that applies to the subject property that does not apply to other properties in the vicinity and/or the same zone. Applicants should be prepared to demonstrate that there is no other way to achieve their goal or make reasonable use of the land unless a variance is approved.

SUBMITTAL REQUIREMENTS

The following items must be received in order to deem a variance application complete and schedule it for a hearing before the Planning Commission. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or www.co.umatilla.or.us/records.htm.

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink.
2. All information required under Section 131 (E) below, unless specifically waived by the Director.
3. The appropriate **fee**.

Electronic submittals to accompany this application form are encouraged. All text submittals should be provided in Microsoft Word; plans and other images should be formatted as a pdf.

The application will not be scheduled for a hearing until deemed complete.

Describe in detail the specific circumstances that apply to the subject property (not the applicant) which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this Ordinance, topography, or other circumstances over which the applicant has no control.

Describe in detail the specific property right that property owners in the same zone or general vicinity have, which is not available to the subject property without approval of a variance.

Describe in detail how approval of this request will not have negative impacts upon property in the same zone or vicinity, or otherwise conflict with City Ordinances, plans and policies.

Describe in detail how the variance requested is the minimum variance which would alleviate the hardship.

*Actual approval criteria are contained in Chapter 13 of Title 10 of the Zoning Ordinance.
Use additional sheets if necessary. Electronic submittals are encouraged to accompany all materials.*

B. Variance: A variance is a request for more than a ten percent (10%) modification of a quantitative standard or qualitative criteria in this Title. The Planning Commission may grant an adjustment through a Type III procedure if all the following criteria are satisfied:

1. The need for the adjustment is beyond the applicant's control.
2. To meet the need, the request is the minimum necessary variation from the requirement.
3. There are development constraints associated with the property or the present use or permitted use of the property which make development of a permitted use impractical, or the variance is needed to allow the applicant to enjoy a substantial property right possessed by a majority of property owners in the same vicinity.
4. Either the circumstances that apply to the site or the present or a permitted use of the site do not typically apply to other properties in the same vicinity or district, and are unique or unusual; or it would be more detrimental to the public safety or more injurious to the public welfare to apply the requirement than to grant the proposed variance.
5. If more than one variance is requested, or a variance and adjustment, the cumulative effect of the requests will result in a project that is still consistent with the overall purpose of the district.
6. The variance does not circumvent the purpose of the requirement or any provision of the Comprehensive Plan. (Ord. 688, 6-15-1999)