# VARIANCE REQUEST PROCESS

## STEP ONE

Zoning Coordinator Preliminary Review

-Submit **Pre-Submission Application - Zoning Board of Appeals** via City's online application system at https://stream.a2gov.org/energov_prod/selfservice/#/home

-Staff advises applicant regarding application completeness

-Once application complete, staff approves pre-submission application and emails applicant instructions regarding completing formal variance application

## STEP TWO

Zoning Coordinator Review

-Submit formal variance application per staff instructions by deadline provided here: https://www.a2gov.org/planning/general-zoning-information/zoning-board-of-appeals/

-Staff publishes public notice in newspaper and mails to property owners within 300 ft of subject property at least 15 days before meeting date

## STEP THREE

ZBA Public Meeting

-Receive email from staff confirming public meeting details

-Board formally reviews variance application at public meeting

-Hold public hearing as legally required

-Board determines if variance application meets 5 standards specified in Section 5.29.13.C of City's Unified Development Code

-Board postpones variance application if additional information needed

-Board makes final decision to approve, approve with conditions, or deny variance application

## APPROVED

-If Board imposes conditions, applicant to submit revised plans with all conditions met

-Applicant to (re)submit plans based upon variance approval(s)

## DENIED

-Applicant may revise plans to conform with code requirements; or

-Applicant may appeal to circuit court