City of Clovis

SPECIAL EXCEPTION APPLICATION

For Conditional Use/Expansion of Building (nonconforming as to use) or Variance

INSTRUCTIONS: Type or print in **Black Ink** only. Use additional sheets if necessary. Owner/Applicant must submit **three (3)** accurate copies of the request.

requests the following:

☐ Owner   or   ☐ Applicant

☐ Conditional Use (**$150.00**)

☐ Expansion of Building  (Nonconforming as to use)  (**$150.00**)

☐ Variance (**$500.00**)

Height _____  Area _____  Front yard _____

Side yard _____  Rear yard _____  Other _____  in order to allow

on Lot(s): ___________________,
Block(s): _______________, in Subdivision/Addition ____________________
Zoned: _________________ and located at _____________________________________.

Present use of the property is ____________________________________________
________________________________________________________________________

What is the reason for the request of this special exception (in terms of your own plans)? ________
________________________________________________________________________
________________________________________________________________________
If this is a **Variance**, state the *exceptional* physical condition that justifies the request. (i.e., slope, irregularly shaped lot, etc.)

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Owner’s Name:  ___________________________________________________________________
Mailing address: __________________________________________________________________
Home Phone: ___________________________ Work Phone: ___________________________
Cell Phone: ___________________________

Applicant’s Name: __________________________________________________________________
Mailing address: ___________________________________________________________________
Work Phone: _________________________ Cell Phone: ___________________________

___________________________________________________
Owner’s Signature

___________________________________________________
Applicant’s Signature

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FOR PLANNING STAFF ONLY

Date of application: ____________________________ Receipt #: ____________________________

Meeting date: ____________________________   Time: 3:00 p.m.        Place: Assembly Room
VARIANCE CHECKLIST

This process sets forth procedures and conditions for a Variance from the standards of the Zoning Ordinance, which permit under limited circumstances a building or structure to be built that does not comply with the standards of the Zoning Ordinance. To approve a Variance, it is necessary that you meet all of the following standards without exceptions:

CHECK THE BOX IF IT APPLIES TO YOU

☐ There are special circumstances or conditions, which are peculiar to the land or building for which you seek the Variance that do not apply generally to lots, land, and buildings in the neighborhood

☐ The special circumstances and conditions have not resulted from any act of the applicant, subsequent to the adoption of this Ordinance

☐ The special circumstances and conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of the reasonable use of the land or building

☐ The granting of the Variance is necessary to provide the applicant a reasonable use of the land or building

☐ The Variance granted is the minimum necessary to make possible the reasonable use of the land or building

☐ The granting of the Variance will not be injurious to the neighborhood surrounding the land where the Variance is proposed and is otherwise not detrimental to the public welfare

☐ The granting of the Variance is in harmony with the purposes and intent of this Ordinance

☐ The granting of the Variance is consistent with the Comprehensive Plan

☐ Financial hardship to the applicant shall not be the sole basis for the decision