



Receipt # for Variance: _____

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: _____

Physical address: _____

Mailing address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Applicant's Name: _____

Mailing address: _____

Work Phone: _____ Cell Phone: _____

Owner's Signature

Applicant's Signature

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