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