

DOUGLAS COUNTY LAND AND RESOURCE MANAGEMENT DEPARTMENT

YOU MUST HAVE PROOF OF OWNERSHIP OR PROOF THAT
YOU ARE THE OWNER'S LEGAL REPRESENTATIVE

VARIANCE APPLICATION AND PROCEDURE

Variations shall only be permitted when they are in harmony with the general purpose and intent of the official controls in cases when there are practical difficulties or particular hardship in the way of carrying out the strict letter of any official control and when the terms of the variance are consistent with the Comprehensive Guide Plan.

The applicant must be able to prove "hardship" as outlined below in order for the Board of Adjustment to grant the applicant a variance. "Hardship" means:

1. The property in question cannot be put to a reasonable use if used under the conditions allowed by the official controls.
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
3. If granted, the variance will not alter the essential character of the locality.
4. If a reasonable use for the property exists under the terms of the ordinance economic considerations alone shall not constitute a hardship.

The Board of Adjustment will ask you to prove hardship as listed above.

1. Complete the application.
2. Present the Douglas County Land and Resource Management Department with a plot plan showing all existing improvements and the proposed project.

The plot is to be on letter or legal size white paper, drawn in dark ink, and must contain the following information as a minimum.

- a. North point
 - b. Dimensions of the property
All property corners must be identified
 - c. Building setback distances from
the center and/or right-of-way of the nearest public road
lake (if property abuts a lake)
 - d. Elevations
 - e. Plans and specifications
 - f. Management plan
 - g. Time line
 - h. Restoration plan
 - i. A copy of the recorded deed showing ownership and the entire legal description.
3. Pay the application fee of \$300.00 (non-refundable) or \$600.00 if applying for a conditional use permit also.
 5. The Land and Resource Management Department must notify all landowners within 500 feet of the property or at least ten of the nearest property owners.
 6. You or your representative must appear before the Douglas County Board of Adjustment for a public hearing.
 7. The Board of Adjustment will make a decision of: Approval, Denial, Tabled
If the Board tables your application for viewing, the Board will come out and view your property, usually within a week from the original meeting. You will receive a call letting you know when they will be viewing your property.
It is helpful if the applicant or representative be present for the viewing if at all possible. If you cannot attend the viewing, the property should be staked and placement of building clearly staked so Board is able to make a decision and avoid delays.
 8. Applicant will be notified of the final results by mail.
 9. If the application is approved, the proper permits must be secured and work must begin within one year; however, permit expires 18 months from date of approval at which time project must be completed or it shall expire.

THE APPLICATION MUST BE SUBMITTED WITH ALL APPLICABLE DATA AND FEE PAID BY 4:30 P.M. ON THE DAY OF DEADLINE.

If any conditions of the variance are not adhered to the permit shall be nullified.

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