

**APPLICATION  
FOR DIMENSIONAL VARIANCE PURSUANT TO Z.O. SECTION 1700**

**\*\*PLEASE FILL OUT EVERY BLANK AND PROVIDE REQUESTED ATTACHMENTS.  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AS VALID \*\***

FILE NUMBER: ZA - \_\_\_\_ - \_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. OWNER/ APPLICANT: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE NUMBER/S: \_\_\_\_\_

4. ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_  
(Number and Street)

5. ZONING DISTRICT: \_\_\_\_\_

6. DESCRIBE THE ACTION NEEDED:

A. Nature of the variance needed (i.e. setbacks, parking, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Extent of variance needed (i.e. feet, square feet, no. of spaces, percentage, etc.) and location (i.e. side yard, front yard, etc.) required vs requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. JUSTIFY THE ACTION NEEDED: How would complying with the requirements of the ordinance or decision of the Zoning Administrator impose an undue hardship or practical difficulty upon the use of this property?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. GRAPHIC REPRESENTATION: For sites, show size and location of buildings, driveways, parking, setbacks, and other features relative to property lines. Give us all pertinent information so that we may understand exactly what it is you want to do and why you need to do it.

9. ADJACENT OWNER CONSENT FORM: If the variance request creates development which impacts an adjacent, non-City property, then a consent form [provided by the Zoning Administrator] notarized and signed by all affected owners shall be submitted with this application.

\_\_\_\_\_  
SIGNATURE of Applicant

\_\_\_\_\_  
SIGNATURE of Owner (if different)

**NOTE: Review fee = \$50.00**

**CITY OF MERIDIAN ZONING ORDINANCE**  
**SECTION 1700 VARIANCE** ZONING ORDINANCE EXCERPT



**Section 1700. Variance**

**1700.01 Dimensional variances:** Where the strict application of this ordinance would result in unnecessary hardship upon the owner of such property, the Zoning Administrator is empowered to grant, upon an application relating to such property, a dimensional variance from such application so as to relieve such hardships. Examples of such difficulties or hardships include exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the original adoption of this ordinance; or by reason of the location of trees, natural drainage course, lakes, or other desirable or attractive features, which condition is not generally prevalent in the neighborhood.

**1700.02 Application requirements for granting variances:**

- (1) Any person desiring a dimensional variance from the terms of this ordinance shall submit a written application on a form furnished by the Zoning Administrator and include a location map, a site plan, the exact nature of the requested variance conforming to the procedures noted below so that the Zoning Administrator can make an informed decision.
- (2) In order to authorize any variance from the terms of the ordinance, the Zoning Administrator must find:
  - (a.) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district;
  - (b.) That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance and would work an unnecessary and undue hardship on the applicant;
  - (c.) That the special conditions and circumstances do not result from the actions of the applicant;
  - (d.) That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same zoning district;
  - (e.) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure;
  - (f.) That the granting of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public interest;
  - (g.) That the reduced setback will not substantially reduce the amount of privacy that would be enjoyed by nearby residences;
  - (h.) That traffic visibility on adjoining streets will not be adversely affected;
  - (i.) That drainage from proposed buildings and structures will not adversely affect adjoining properties and public rights-of-way.
- (3) In granting any variance, the Zoning Administrator may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the ordinance.
- (4) The Zoning Administrator may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed or both.
- (5) Under no circumstances, except as permitted above, shall the Zoning Administrator grant a variance to permit a use not otherwise allowed in the zoning district involved. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the authorization of a variance. A distance of at least ten (10) feet between buildings must be maintained at all times for fire protection.
- (6) A response will be provided within thirty (30) days.
- (7) The Zoning Administrator must make findings that the requirements of sections 1700.01 and 1700.02 have been met by the applicant for a variance.
- (8) The Zoning Administrator must further make a finding that the reasons set forth in the application justify the granting of the variance.

**1700.03. Application procedures:**

- (1) Any person requesting a dimensional variance from the terms of this ordinance shall submit a written application on forms provided by the Zoning Administrator with the following:
  - (a.) Application forms indicating the exact nature of the variance, demonstrating the grounds upon which it is requested and addressing each of the standards;
  - (b.) A plot plan or sketch plan showing existing and proposed buildings and structures, access, parking, and distances from buildings and structures to property lines and to other buildings and structures;
  - (c.) An elevation drawing, if determined necessary by the Zoning Administrator, showing existing and proposed building or structure;
  - (d.) Notarized signature(s) of the affected adjoining property owner(s) of record not objecting to the proposed variance;
  - (e.) A variance fee according to the fee schedule;
  - (f.) Any other information reasonably necessary to evaluate the application which is required by the Zoning Administrator.
- (2) Action by the Zoning Administrator:
  - (a.) The Zoning Administrator shall review all the submitted information and provide a written response to the applicant for the variance;
  - (b.) The response shall state the reasons for the decision if the request is denied;
  - (c.) The applicant or the owner of any affected property may appeal the decision of the Zoning Administrator to the Commission in the manner of other appeals.

**CITY OF MERIDIAN**  
VERIFICATION OF CONSENT FOR DIMENSIONAL VARIANCES  
ALLOWED PURSUANT TO Z.O. SECTION 1700

**STRUCTURE**

Date: \_\_\_\_\_

I, \_\_\_\_\_, owner of the property being  
(Name of Neighbor)

addressed as \_\_\_\_\_, agree and  
(Neighbor's Address)

consent to a variance request to allow a reduction in the required yard  
width along my common line with property addressed as \_\_\_\_\_  
(Applicant's Address)

and do hereby give my permission to construct a building or other structure  
\_\_\_\_\_ feet from our common property line. I understand that current  
City Code requires a minimum of ten [10] feet between buildings.

\_\_\_\_\_  
Signature of Adjoining Property Owner

\_\_\_\_\_  
Notary

**CITY OF MERIDIAN**  
VERIFICATION OF CONSENT FOR DIMENSIONAL VARIANCES  
ALLOWED PURSUANT TO Z.O. SECTION 1700

**DRIVEWAY**

Date: \_\_\_\_\_

I, \_\_\_\_\_, owner of the adjacent property  
(Name of Neighbor)

being addressed as \_\_\_\_\_, agree  
(Neighbor's Address)

and consent to a variance request to allow a reduction in the required  
driveway setback width along my common line with property addressed as  
\_\_\_\_\_ and do hereby give my permission to construct a  
(Applicant's address)

driveway at a distance of \_\_\_\_\_ feet from our common property line. I  
understand that current City Code requires a minimum of twenty [20] feet  
between driveways.

\_\_\_\_\_  
Signature of Adjoining Property Owner

\_\_\_\_\_  
Notary