



Board of Adjustments Variance Application

Property

Subject Address: _____

Legal Description: _____

Current Zone: _____

Applicant Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: Work: _____ Home: _____ Cell: _____

Fax: Work: _____ Home: _____

Email: _____

Please circle the primary means of contact.

What is the relationship of the applicant to the property owner?

- same Builder/ contractor lessee
- architect attorney real estate agent
- other _____

Property Owner

(Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: _____

Address: _____

City, State, Zip: _____

Phone: Work: _____ Home: _____ Cell: _____

Fax: Work: _____ Home: _____

Email: _____

Please circle the primary means of contact.

"By signing below, I give permission for the applicant named above to act as my agent in all matters concerning this application. I understand that the applicant will be the primary contact for the information and decisions during the processing of this application, and I may not be contacted directly by the City of Rawlins. I understand as well that I may change the Applicant for this application at any time by contacting the Community Development Department in writing."

Property Owner(s) Signature(s)—Required _____ Date

STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 201____, _____ personally appeared before me, and being by me duly sworn, did say that he/she is the signer of the foregoing for and on behalf of the company listed above, with actual and requisite authority, and acknowledged to me that he/she has fully reviewed and executed the same.

Notary Public (Seal) My Commission Expires: _____

Signature

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature—Required _____ Date

Required Documents and Materials

The following are required to be submitted with this application:

- | | |
|---|------------------------------|
| <input type="checkbox"/> Completed and Signed Application Form (this) | Document Submitted: _____ |
| <input type="checkbox"/> Proof of Ownership | Amount \$_____ Check # _____ |
| <input type="checkbox"/> Application Fee | Date of Drawings: _____ |
| <input type="checkbox"/> Project Site Plan | Date Submitted: _____ |
| <input type="checkbox"/> Legal description | Date Submitted: _____ |
| <input type="checkbox"/> Notice of Assessment | Date Submitted: _____ |
| <input type="checkbox"/> 300 Ft. Buffer Signature Page | Date Submitted: _____ |

NOTES:

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be “held” at the Community Development Office.
- **Proof of Ownership-** Accepted documents for proof or ownership include: county filed deed. **A tax bill cannot be accepted as proof of ownership.**
- **Application Fees** may be paid by cash, check or credit card.
- **Site Plans** must be legible when reproduced on letter sized paper, must be dated, and must include dimensions of all proposed improvements, dimensions between structures and from structures to property boundaries.
- **Legal description** must accurately and completely reflect the current conditions of the property.
- **Notice of Assessment** may be obtained from the Carbon County Assessor’s office.
- **300 ft. Buffer Signature Page-** this is provided by the Community Development Department but is required to have at least 50% of the signatures and must be returned at a minimum of 14 days prior to the meeting.
- **Return this form and all required additional materials in person to:**

City of Rawlins, Community Development Department
915 Third St.
Rawlins, WY 82301

Hours of Operation:
Monday- Friday 8am- 5pm
Excluding Holidays

Proposed Project

Briefly describe the proposed project _____

Do you have a building permit for this project?

NO YES (Date: _____ Building Permit #: _____)

Requested Variations

What specific variations are you requesting? For each variation, indicate (a) the specific section of the Zoning Ordinance that identifies the requirement, (b) the requirement (min. or max.) from which you seek relief, and (c) the amount of the exception to this requirement you request the City to grant.

(a) Section (ex. 15.24.060)	(b) Requirement to be varied (ex. "requires a min. front yard setback of 25 feet")	(c) Requested Variation (ex. " a front yard setback of 17 feet")

Practical Difficulty

What characteristic(s) of the property prevent compliance with the requirements of the City of Rawlins Ordinance?

Alternatives

Have you considered revising the proposed project so that variation is not necessary?

Have you considered revising the proposed project so that a smaller variation can be requested?

How have you minimized the impact that the variance will have on adjoining property owners?

Variance Information

General Information

1. Who can submit an application?

In order to submit an application for zoning relief, and applicant must either own, or have legal or equitable interest in the subject property, or must be the representative of such person. All persons or parties which have ownership interest in the affected properties must be identified and must sign the application. The property owner(s) may, at his/their discretion, designate another person as applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the property owner changes the designated Applicant by contacting the Community Development Department in writing.

2. How do I submit an application?

Applications must be submitted in person Monday through Friday (excl. Holidays) from 8am until 5pm at the City of Rawlins Community Development Department, 915 Third St. Rawlins, WY 82301.

Applications must be complete, including all required documentation and fee.

3. What forms of payment are accepted?

Cash, credit card, check

Information about Variations

1. What is the process?

- Once the application is complete, the Community Development office will provide the applicant with property owners within 300 feet, applicant will be required to get signatures and provide notice to those property owners.
- Property owners have until the meeting to submit public comments.
- A meeting will be held to approve, deny, or approve with conditions.
- A notice of determination is mailed to the applicant.

2. What is the timeframe?

The approximate time frame from when the Community Development department receives a completed application for the variation to when the applicant can reasonably expect a decision on that application is 45 days, if for any reason a meeting is cancelled or your item is postponed, your item would be placed on the next agenda and this could delay a decision.

3. How does the Board make their decision?

Based on the City of Rawlins Municipal Code Section 19.76.040

There are special circumstances of conditions fully described in the Board's findings, which:

- Are peculiar to the land or building for which the adjustment is sought; and,
- Do not apply generally to the land or buildings in the neighborhood; and,
- Have not resulted from any act of the applicant subsequent to the adoption of the ordinance; and,
- The strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of the land or building; and,
- The granting of the adjustment is necessary for the reasonable use thereof; and,
- The adjustment granted is the minimum adjustments that will accomplish the intended purpose; and,
- The granting adjustment is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.