

WAVERLY VARIANCE APPLICATION GUIDELINES

(Individual Home Owner Requests only)

Property Owner: _____

Property Address: _____

Daytime Phone Number: _____

Dates:

_____ Application Turned into City

_____ Planning and Zoning Committee Meeting

_____ Public Hearing (If Applicable) Scheduled, Note: Public Hearing must be Published a Minimum of 2 weeks in local paper; and all neighbors notified.

_____ Recommendation: Approval/Non Approval by Planning & Zoning Committee

_____ City Council Meeting

Note #1) Recommended: Property Owner be present for all scheduled meetings to answer any questions Committee Members or General Public may have.

Note #2) Application process may take up to 60 days, if Public Hearing is required. *Additional Information Requests or Concerns by Committees may lengthen this process.*

Note #3) Recommend: obtaining Adjacent Neighbors statement in writing, supporting request

General Instructions:

1. Location and dimensions of all existing and proposed buildings and Structures on lot, height and square footage.
2. Existing and proposed use of the property on Site and with in 350 feet of subject site.
3. Dimensions of Property, Proposed structure(s) and set backs (show dimensions to lot line)
4. Curb cut, Driveways and parking spots
5. Square feet of hard surface coverings (roofs, roads, driveways, etc. – specify each)
6. Proposed floor plan, with use indicated
7. Sanitary sewer, Electrical and Water plans (if applicable)
8. Adjacent streets with in 350 feet.
9. All existing encroachments; and or Easements on record; sidewalks, walkways, and trails
10. North Direction and scale
11. Name of owner & property address
12. County PID # and Legal Description
13. Additional information as deemed necessary by Planning & Zoning Members or City Council through out the process.