Planning & Development
Planning

City of Eugene
99 West 10th Avenue
Eugene, Oregon 97401
(541) 682-5377
(541) 682-5572 FAX
www.eugene-or.gov

VARIANCE APPLICATION

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request. Proposals are required to include all property under contiguous ownership of the applicant.		
Assessor's Map	**Tax Lot**	**Existing Zoning**

Development Site (acres)**:**

Check Standard(s) Proposed for Variance:

☐ EC 9.2000 to 9.3915:
- ☐ Building Height
- ☐ Fences and Walls
- ☐ Front Yard Setbacks
- ☐ Interior Yard Setbacks

☐ EC 9.6410 Motor Vehicle Parking Standards
☐ EC 9.6600 to 9.6680 Sign Standards
☐ EC 9.6745 Setbacks – Intrusions Permitted

Filing Fee

☐ A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at www.eugeneplanning.org

Submittal Requirements

Provide 3 paper copies and one CD copy of all application materials (i.e. written statement, site plans, etc.) in pdf format at the time of initial submittal. Please note that it is the applicant's responsibility to make sure that the CD and paper copies are identical. Following completeness review, an updated CD and additional paper copies may be required. All site plans must be folded to a size equal or less than 11" x 17".

Written Statement

☐ Submit a detailed written statement describing how this request is consistent with all applicable criteria beginning at Eugene Code Section 9.8760. *Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in a denial of your application.*

Site Plan Requirements

- ☐ Show the date, north arrow, and standard engineer's or architect's scale.
- ☐ Show the Assessor's Map and Tax Lot numbers.
- ☐ Show a vicinity map on the plan. (Vicinity map does not need to be drawn to scale.)
- ☐ Show the dimensions of the site plan boundaries.
- ☐ Show the location of all existing structures and indicate whether they will remain or be removed.
- ☐ Show the location of all proposed structures and any other proposed development activity.
- ☐ Show any site features necessary to illustrate the basis for the proposed adjustment.

General Requirements (Submit 3 copies)

- ☐ Submit a legal description of property included in the variance application. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? ☐ Yes / ☐ No)**:**

Name (print): Phone:

Address:

City/State/Zip:

Signature:

APPLICANT ☐ **/ APPLICANT'S REPRESENTATIVE** ☐ (Check one):

Name (print):

Company/Organization:

Address:

City/State/Zip: E-mail (if applicable):

Phone: Fax:

Signature:

NOTE: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the required criteria of approval.