



VARIANCE CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

A variance provides for a modification of a specific zoning requirement adopted by the City when, due to unique site characteristics, the strict application of the zoning regulation would create an undue hardship and deny reasonable use of the subject property. Variances may only be granted if approval would not otherwise impair achievement of the standards, would not impose additional burden upon adjoining landowners, or otherwise have a detrimental effect on properties in the area or the community at large.

Checklist: A request is made by submitting the following:

- Narrative describing the following:
 - The special conditions and circumstances that exist which are peculiar to the land, are not applicable to other lands, structures or buildings in the same district;
 - How a 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 (specify ordinance)
 - That special conditions and circumstances do not result from actions of the applicant; and
 - That the granting of the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings within the same district.
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- A site plan/plot plan drawn to a readable scale, containing the following:
 - Dimensions of property, location of all existing and proposed buildings and/or structures, their sizes, distance(s) from each other and the property lines;
 - The existing use of each building or structure and the proposed use of existing or new structures;
 - The name and location of all streets and alleys;
 - The location and arrangement of all parking facilities
 - The location of fencing, garages, driveways, sidewalks, water lines, sewer lines, and other utility improvements
 - Show how the project will be landscaped placement of trees, shrubs, lawns, and other ground cover
- Title Report
- Most recently recorded deed(s)
- Letter of authorization from the owner of record, if different from the applicant
- Legal description of the property (Word Format)

NOTE:

1. *No nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for issuance of a variance. Variances are not granted on the grounds of convenience or profit, but only where strict application of the ordinance would result in unnecessary hardship. Please reference Idaho Code Section 67-6516 and Hayden City Code Section 11-8.*
2. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select “Apply for a Planning, Zoning, or Engineering Process”.

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Variance, enter work description, fence, sign, zoning/rezoning, usage, dimensional, parcel/land, setback details.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.