

VARIANCE CHECK LIST

** INFORMATION PERTAINING TO VARIANCES MAY BE FOUND IN SECTION 17.22 OF THE ZONING ORDINANCE STARTING ON PAGE 52.

- ☐ Met with applicant and provided variance application.
- ☐ Collected variance application and appropriate fee. *\$50.00 + postage. certified mailing*
- ☐ Reviewed application and forwarded it to the Board of Adjustment.
- ☐ Set date for a public hearing of the Board of Adjustment.
- ☐ Publish notice in the newspaper ten (10) days prior to the public hearing. The applicant is to pay for the publication.
- ☐ Mail applicant letter notifying him/her of upcoming Board of Adjustment meeting seven days prior to the public hearing.
- ☐ Mail a letter to all adjacent landowners, excluding streets and alleys, notifying them of upcoming Board of Adjustment meeting seven days prior to the public hearing.
- ☐ Hold public hearing.
- ☐ For the Board of Adjustment to grant a variance, a vote of three-fourths (3/4) of the total membership of the Board (6 votes) will be required for passage.
- ☐ If the Board of adjustment approves the request, the Board will make written findings supporting its decision. The board should grant a variance only when the applicant meets the requirements of 17.22.02.1.E. located on page 54.

**CITY OF MILBANK
CONDITIONAL USE/VARIANCE APPLICATION**

PERMIT NUMBER _____

APPLICANT (PRINT): _____ PHONE: _____

ADDRESS: _____

OWNER (PRINT): _____ PHONE: _____
IF DIFFERENT THAN APPLICANT

ADDRESS: _____

I/WE, THE UNDERSIGNED, DO HEREBY PETITION THE BOARD OF ADJUSTMENT OF THE CITY OF MILBANK SOUTH DAKOTA, TO ISSUE A CONDITIONAL USE PERMIT OR VARIANCE FOR THE PROPERTY DESCRIBED AS:

(CIRCLE APPROPRIATE)

LEGAL DESCRIPTION (Please print or type)

GENERAL AREA OR STREET ADDRESS: _____

EXISTING LAND USE: _____ **EXISTING ZONING:** _____

SIZE OF PARCEL: LOT DIMENSIONS: WIDTH _____ DEPTH _____

SURROUNDING LAND USE

NORTH: _____
SOUTH: _____
EAST: _____
WEST: _____

PLEASE DESCRIBE WHAT YOU PROPOSE TO DO AND WHY YOU ARE SEEKING A CONDITIONAL USE PERMIT
(attach a separate sheet of paper if necessary)

IF YOUR ARE SEEKING A VARIANCE PLEASE PROVIDE A BRIEF STATEMENT OF THE VARIANCE DESIRED AND PLEASE STATE THE HARDSHIP REQUIRING RELIEF. (Proof of hardship is on the applicant - Hardship examples are odd size or shape of the lot, unusual topography, etc. attach a separate sheet of paper if necessary)

SIGNATURE OF APPLICANT _____

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT) _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- | | |
|--|--|
| 1. NORTH DIRECTION | 5. LOCATION OF PROPOSED STRUCTURE ON LOT |
| 2. DIMENSIONS OF PROPOSED STRUCTURE | 6. DIMENSIONS OF FRONT, REAR, SIDE SET BACKS |
| 3. ADJACENT STREET NAMES | 7. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 4. OTHER INFORMATION AS MAY BE REQUESTED | ON THE LOT |

THE BOARD OF ADJUSTMENT MAY REQUIRE THAT SUCH PLANS BE PREPARED BY A REGISTERED ENGINEER OR LAND SURVEYOR.

****PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE.**

FOR OFFICIAL USE ONLY

DATE FILED WITH ADMINISTRATIVE OFFICIAL: _____

FEE PAID (NON-REFUNDABLE): _____ YES _____ NO

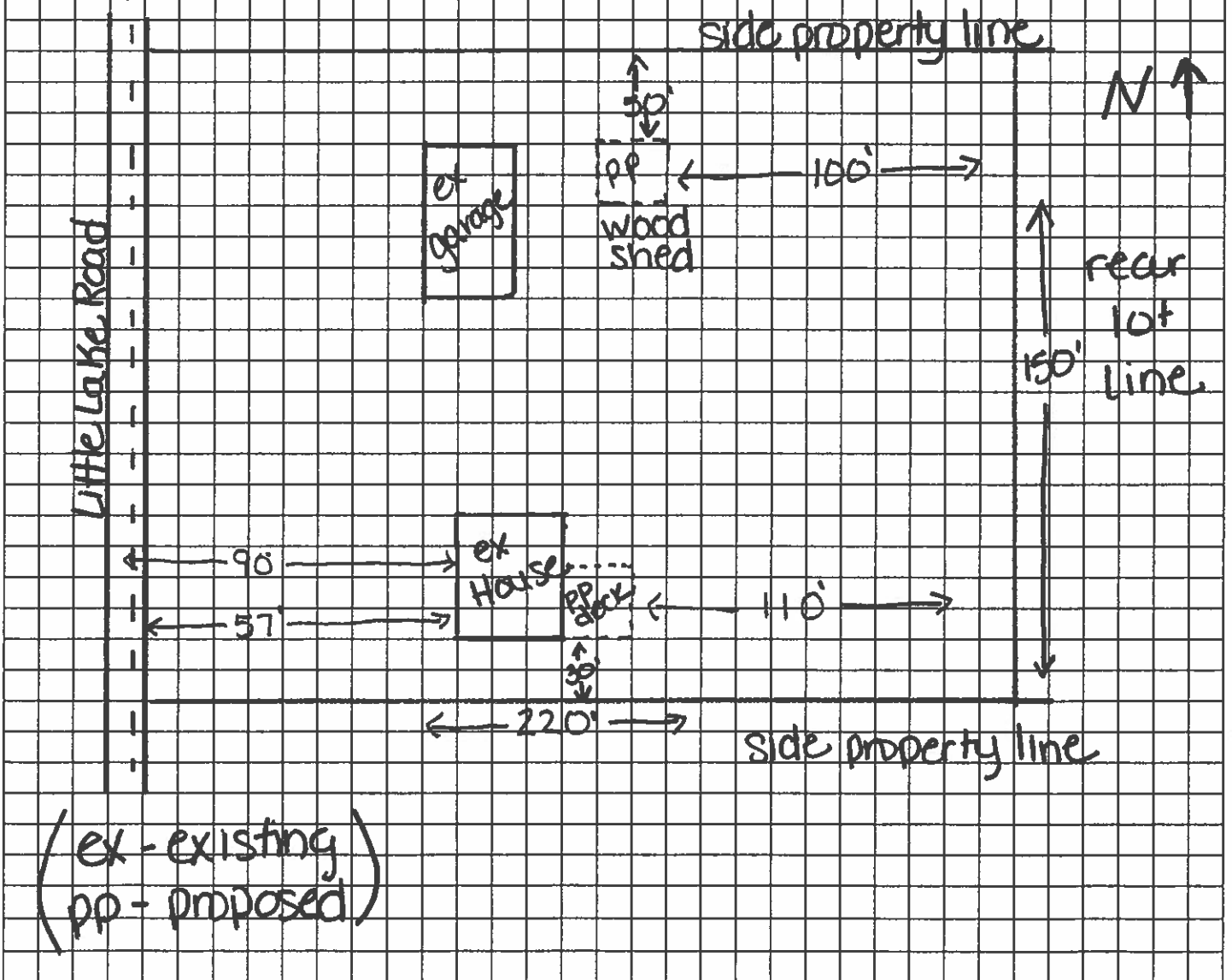
DATE OF HEARING: _____

ACTION BY BOARD OF ADJUSTMENT: _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THE APPLICATION, SHOWING THE FOLLOWING

1. NORTH DIRECTION
2. DIMENSIONS OF PROPOSED STRUCTURE
3. ADJACENT STREET NAMES
4. LOCATION OF PROPOSED STRUCTURE ON LOT
5. DIMENSIONS OF FRONT AND SIDE SETBACKS
6. LOCATION OF ADJACENT EXISTING BUILDINGS
7. LOCATION OF UTILITY EASEMENT AREAS
8. OTHER INFORMATION AS MAY BE REQUESTED

Example:



NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THE APPLICATION, SHOWING THE FOLLOWING

1. NORTH DIRECTION

2. DIMENSIONS OF PROPOSED STRUCTURE

3. ADJACENT STREET NAMES

4. LOCATION OF PROPOSED STRUCTURE ON LOT
5. DIMENSIONS OF FRONT AND SIDE SETBACKS

6. LOCATION OF ADJACENT EXISTING BUILDINGS

7. LOCATION OF UTILITY EASEMENT AREAS

8. OTHER INFORMATION AS MAY BE REQUESTED

