



## Variance - Checklist

- 1 Complete application, owner affidavit, submit on permit software, and fee paid to the City of Eau Claire
- 2 Meet all standards of the Land Development Ordinance (LDO), except for the variance requested.
- 3 Narrative describing the proposed variance request. The narrative should cover the following topics:
- 4 Explain the need for the proposed variance and which section of the LDO could not be met.
- 5 How would the strict application of the LDO constitute unnecessary hardship or practical difficulty?
- 6 Explain what unique physical circumstances exist on the property (lot shape, topography, water, floodplain, natural resources, building location, etc.) to warrant variance consideration.
- 7 Explain how the proposed variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity, but which is denied to the property requesting the variance.
- 8 How will the granting of the variance not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity of the property is located?
- 9 Other reason(s) that may not be similar to those above.
- 10 If the proposed variance is to allow for a building encroachment, a registered land surveyor should determine the existing distances from property lines.
- 11 Site Plan and Building Plans/Elevations demonstrating compliance with applicable LDO standards are met for the project, except the variance request noted (setback distance, etc.). Elements typical to all site plans should be shown, including title, north arrow, scale bar, property lines, existing and proposed structures with dimensions, setbacks, driveways, and any roads the property has frontage on.
- 12 Pictures of the existing conditions of the proposed variance.