

(see page 3 for due dates and application submittal instructions)

| TO BE COMPLETED BY THE CITY OF MASON | |
|--------------------------------------|--|
| Application Number _____ | Meeting Date: _____ |
| Legal Notices Advertised: _____ | Mailed to Surrounding Property Owners: _____ |
| Fee Paid: _____ | |

1141.3 Standards for Variances (Practical Difficulty Worksheet)

The Board shall not be authorized to grant a variance for an active use which is otherwise prohibited for the zoning district in which the property is located. The Board shall not grant a variance as authorized in 1141.2 unless it can determine that there are practical difficulties encountered by the applicant in complying with the resolutions, ordinances, regulations, measures and orders of administrative officials or agencies governing zoning, building and housing. This evaluation shall include, but is not limited to, the following criteria:

In order to assist the Board in reviewing the application, please provides detailed responses to the below questions. Attach pictures or additional justification to the application at time of submittal if necessary.

(Standards modified to be in a form of a question for ease of use. Please see section 1141.3 for original wording)

Will the property yield a reasonable return without the variance or can there be beneficial use of the property?

Is the variance substantial?

Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer a substantial detriment as a result of the variance?

Will the variance adversely affect the delivery of governmental services?

Did the property owner purchase the property with knowledge of the resolutions, ordinances, regulations, measures and orders?

Can the property owner's predicament feasibly be obviated through some method other than variance?

Will the spirit and the intent behind the resolutions, ordinances, regulations, measures and orders be observed and substantial justice done by granting the variance.

No single factor listed above shall control, and not all factors shall be applicable in each case. Each case shall be determined on its own facts.

2024 MEETING DATES AND APPLICATION DEADLINES

| Meeting Date: | Application Deadline: |
|--------------------------|--------------------------|
| January 30, 2024 | December 29, 2023 |
| February 28, 2024 | January 26, 2024 |
| March 26, 2024 | February 23, 2024 |
| April 30, 2024 | March 22, 2024 |
| May 28, 2024 | April 26, 2024 |
| June 25, 2024 | May 24, 2024 |
| July 30, 2024 | June 21, 2024 |
| August 27, 2024 | July 26, 2024 |
| September 24, 2024 | August 23, 2024 |
| October 29, 2024 | September 27, 2024 |
| November 26, 2024 | October 25, 2024 |
| December 2024 TBD | November 29, 2024 |
| January 28, 2025 | December 27, 2024 |

Dates subject to change

APPLICATION SUBMITTAL INSTRUCTIONS

The fully completed application and all materials below must be submitted on or prior to the due dates as listed above to be considered for the next regularly scheduled meeting. Any missing items will result in application not being scheduled for review at a meeting.

1. Submit three (3) complete sets of drawings (maximum size of 11" x 17") and any additional information necessary explaining the variance request along with the completed application and filing fee.
2. Submit a list of the names and addresses of all owners of real property within **300 feet** from ***all*** property lines of the property for which the variance is being sought, as such names appear on the County Auditor's current tax list or the treasurer's mailing list. **Include 1 copy of this list on mailing labels.**
3. Complete the **Practical Difficulties Worksheet** on page 2 of the application.
4. The City will schedule the application on the next available meeting agenda. The applicant as well as property owners within the required 300-foot notification area are sent a notification letter of the meeting date ***at least 10 calendar days before the meeting.***