## Variance Request

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>File Name</th>
<th>Discipline</th>
<th>Sheet Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written statement outlining the intent and request to the Board of Adjustment members, including a statement of how each of the following items has been satisfied:</td>
<td>1 - Request Letter</td>
<td>General</td>
<td>Document</td>
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<tr>
<td>o Literal enforcement of the Land Use ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the Land Use ordinance</td>
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<td>o There are special circumstances attached to the property that do not generally apply to other properties in the same district</td>
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<td>o Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same district</td>
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<td>o The variance will not substantially affect the General Plan and will not be contrary to the public interest</td>
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<td>o The spirit of the Land Use ordinance is observed and substantial justice done</td>
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<td>Site Plan showing location and dimensions of property lines, distances between existing and proposed structures and property lines, location of existing and proposed topographic features, parking spaces, driveways, etc.</td>
<td>2 - Site Plan</td>
<td>Architectural</td>
<td>Plans</td>
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<td>Elevation drawings of existing and proposed construction</td>
<td>3 - Elevations</td>
<td>Architectural</td>
<td>Plans</td>
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<tr>
<td>An accurate list of names and addresses of all property owners of current record within 500 feet of the property, including your own. (This information is available in the Wasatch County Recorder’s Office)</td>
<td>4 - Addresses</td>
<td>Other</td>
<td>Document</td>
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<tr>
<td>Copy of letter of intent to each of the neighboring property owners within 500 feet, submit the letters with a nonsealed, self-adhesive/sealable, stamped and addressed envelope,</td>
<td><strong>Must be turned in to Planning Department</strong></td>
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</table>

**Variance Request**
return address left blank, and pay a $0.50 per letter charge. The Planning Office will then mail the letters for you.

Any additional supporting documents

Other – [Insert Custom Name Here]

1. All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.