



# VARIANCE (TITLE 8) SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant  
Use

STAFF  
USE

- Date of pre-application meeting: \_\_\_\_\_ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application. (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Legal description of property.
- Copy of Deed.
- If the signatory on this application is not the owner of the subject property, then provide a notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.
- Names and addresses of all adjoining property all property owners and purchasers of record owning property located within the respective radius of the exterior boundary of the application property as set forth in table D-1 below. The addresses shall be submitted to the City on two (2) sets of address labels, and a map showing the addresses in relation to the land being considered shall be submitted.

Table D-1 Eagle City Code Section 8-7-8(D)	
Application property zoned:	The notice distance shall be:
RR and RUT	1,500 feet
A and A-R	1,500 feet
R-E	1,000 feet
R-1	800 feet
All other Zones	500 feet

- One (1) 8½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways

and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:

- Pathway locations, type, and width.
  - Sidewalk locations, type, and width.
  - Location of existing easements for irrigation companies.
  - Indicate location of canal routes and specify which ones will be covered and which will stay open
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- One (1) copy of any canal company license agreements (if applicable).
  - One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
  - A written statement describing the existing use and existing zone classification.
  - A written statement of justification addressing the nature of and reason for the variance. Include in the justification letter information demonstrating that the requested variance conforms to the following standards:
    - That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district;
    - That a literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this title;
    - That special conditions and circumstances do not result from the actions of the applicant; and
    - That granting the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the same district.
  - Public hearing signs shall be posted on the land prior to the Planning and Zoning Commission hearing and again prior to the City Council hearing in accordance with [Eagle City Code Section 8-7-8 \(E\)](#).
  - A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
  - APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
  - Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
  - Any additional information to aid in understanding the project.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature