

**PROCEDURE - REQUEST FOR VARIANCE OR EXCEPTION
PLANNING & ZONING BOARD
CITY OF SMITHVILLE**

1. Obtain and fill out an Application. Be as accurate and detailed as possible. The reason for the request on Page 2 of Application is your best-written opportunity to address the Board. Be as concise and detailed as you can.
2. The current owner of the subject property must sign the form. An agent may sign it only if the agent is authorized in a notarized writing by the owner to act on the owner's behalf. Evidence of such authorization must be provided with this Application.
3. The following must also accompany the Application:
 - i. A \$350.00 application fee.
 - ii. Site plan showing: 1) Scale and north arrow; 2) Location of site with respect to streets and adjacent properties; 3) Property lines and dimensions; 4) Location and dimensions of buildings; 5) Building setback distances from property lines; 6) Location, dimensions, and surface type of off-street parking spaces and loading areas; and, 7) any other proposed features of the site which are applicable to the requested variance.
4. Application, application fee, and necessary documents in completed form must be submitted to the Planning Department for the Application to be completed and placed on the agenda for the next available meeting. The completed packet must be submitted three weeks in advance to the next available meeting to be added to the agenda.
5. After the above items have been completed, the variance request will begin the following process:
 - i. The applicant and all property owners within 200 feet of the variance request as such ownership appears on the last approved City tax roll, will be notified of a public hearing to be held by the Planning & Zoning Board by notice deposited in the U.S. mail. Said notices are to be mailed at least 10 days prior to the public hearing.
 - ii. The applicant or representative must be present at the Planning & Zoning Board public hearing. Failure to attend the public hearing will cause the Board to deny the item without prejudice to refile. The letter, referenced in 5(i) above, will be your notification of any hearing.
 - iii. Persons who are in favor or who oppose the request are allowed to appear before the Board in order to present their views.
6. Any additional information such as renderings, elevations, models or other supporting documents that you wish to submit may be introduced at the meeting.

According to state law, no variance can be granted without the concurring vote of at least seventy-five (75) percent members of the Board.