



**CITY OF TWIN FALLS**  
**COMMUNITY DEVELOPMENT SERVICES**  
 P.O. Box 1907  
 324 Hansen Street E  
 Twin Falls, ID 83303  
 PH: 208-735-7267      FAX: 208-736-2641

**VARIANCE**

A pre-application meeting with staff must occur prior to acceptance of any applications.

10-13-2.1: Variance is a modification of the requirements of this Title as to lot size, lot coverage, width, depth, front yard, side yard, rear yard, setbacks, parking space, height of buildings or other Title provisions affecting the size or shape of a structure or the placement of the structure upon lots, or the size of lots and public ways.

Pre-App Meeting Date: \_\_\_\_\_

Date of the Application: \_\_\_\_\_

Application No.: \_\_\_\_\_

Fee: **\$110.00**

**A. APPLICANT INFORMATION:**

1. Name of applicant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
**Applicant Signature:** \_\_\_\_\_

2. Name of Applicant Representative (if other than above):  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**B. REQUEST INFORMATION:**

1. The following is a request that a VARIANCE be granted for the Real Property Located at (street address):  
 \_\_\_\_\_

for the proposed use of: \_\_\_\_\_

2. Present use of property: \_\_\_\_\_

3. Existing Zoning District: \_\_\_\_\_ 4. Size of Project Land Area Size: \_\_\_\_\_

4. Size/dimensions of Existing and Proposed Building: \_\_\_\_\_

5. Specific description of the variance being requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. PRIOR TO ACCEPTANCE/SCHEDULING OF THE APPLICATION THE APPLICANT MUST PROVIDE THE FOLLOWING:**

1. The applicant must prove control of the property for which the request is being made by providing **ONE** of the following:
  - a. Copy of Warranty Deed, **or**
  - b. Copy of Earnest Money Agreement **or** Contract of Sale, duly acknowledged by **BOTH Buyer and Seller, or**
  - c. Copy of Lease Agreement **AND** Owner's Written Consent.

**2. Property Owner Notification**

The applicant must provide **a CONSOLIDATED LIST** of name and addresses of all **LEGAL** property owners within a specified perimeter of the subject property and any additional area that may be impacted by the proposed change as determined by the Zoning Administrator. A list of these parcels will be made available to you by staff once your permit application has been reviewed and the perimeter has been determined. Once the list of parcels has been generated by staff, the list will be provided to you so that you may obtain the property owner and mailing addresses from either of the following:

- a. from the County Assessor's Office, **or**
- b. from a title company

The completed list of names addresses and parcel numbers must be submitted back to the Zoning & Development Department in order for your request to be scheduled for a public hearing.

3. A site plan, drawn to **SCALE** on an **8 ½" x 11" paper**, which shall meet or exceed the required information as shown on the attached site drawing(s).

Note: If new buildings are proposed, **building elevations are required.**

4. Provide a Detailed Written Statement On A Separate Sheet Of Paper Containing:

- a. The reason for the request;
- b. An evaluation of the effects on adjoining property
- c. The general compatibility with adjacent and other properties in the district.
- d. An explanation of the variance with documentation demonstrating the building or site is on a national, State, or local

register of historic places or sites **or** that the requested **VARIANCE** conforms to **ALL 5** of the following conditions:

1. 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 building in the same district.
2. 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.
3. That special conditions and circumstances do not result from the actions of the applicant.
4. 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.
5. That a literal enforcement of the provisions of this Title would result in unnecessary hardship. For purposes of this sections, where a reasonable conforming use is, or can be, located on a lot or parcel, there is no unnecessary hardship.

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**OFFICIAL USE ONLY:**

COMMISSION HEARING:

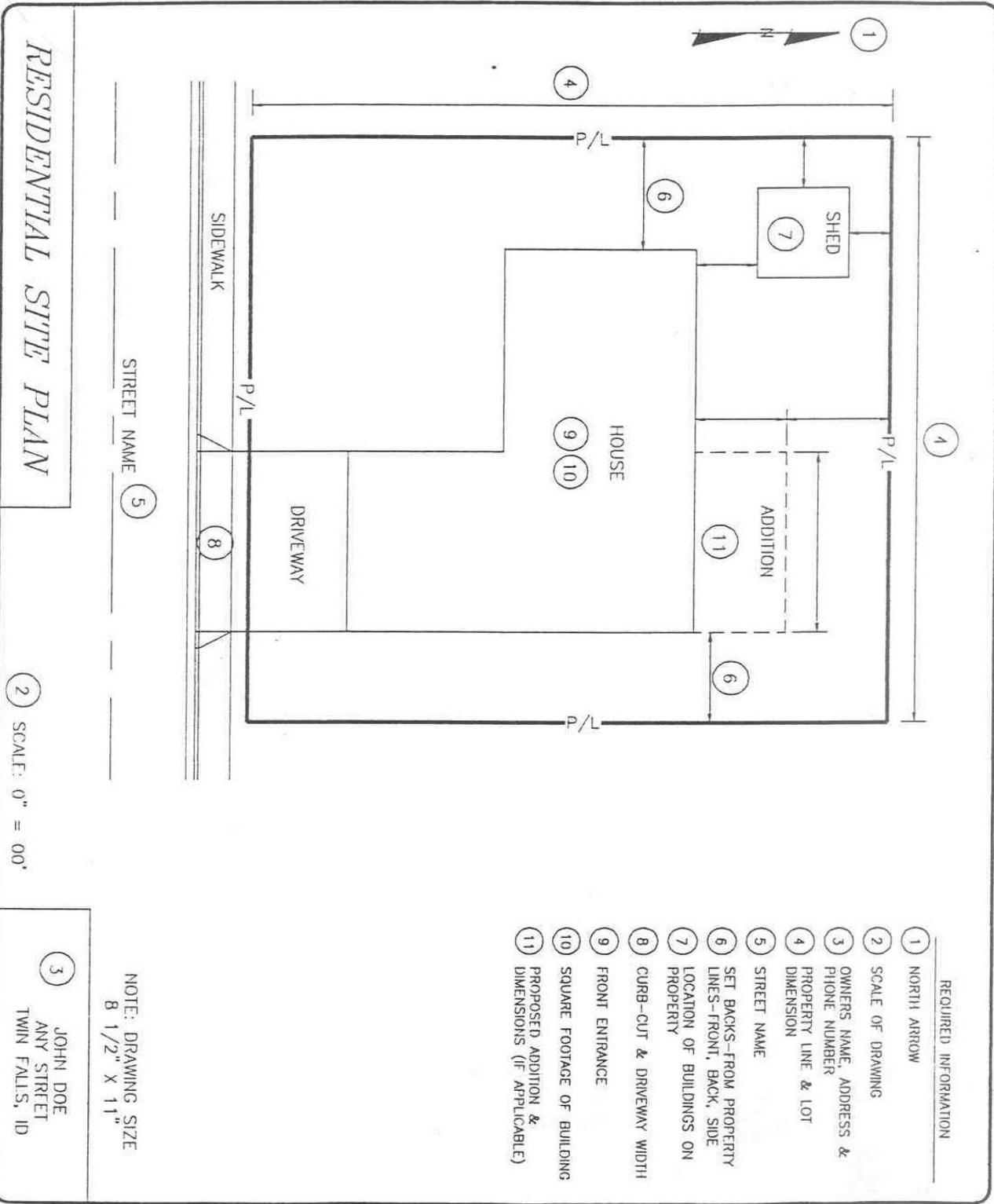
PUBLISH DATE: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

COUNCIL HEARING (upon appeal):

PUBLISH DATE: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_



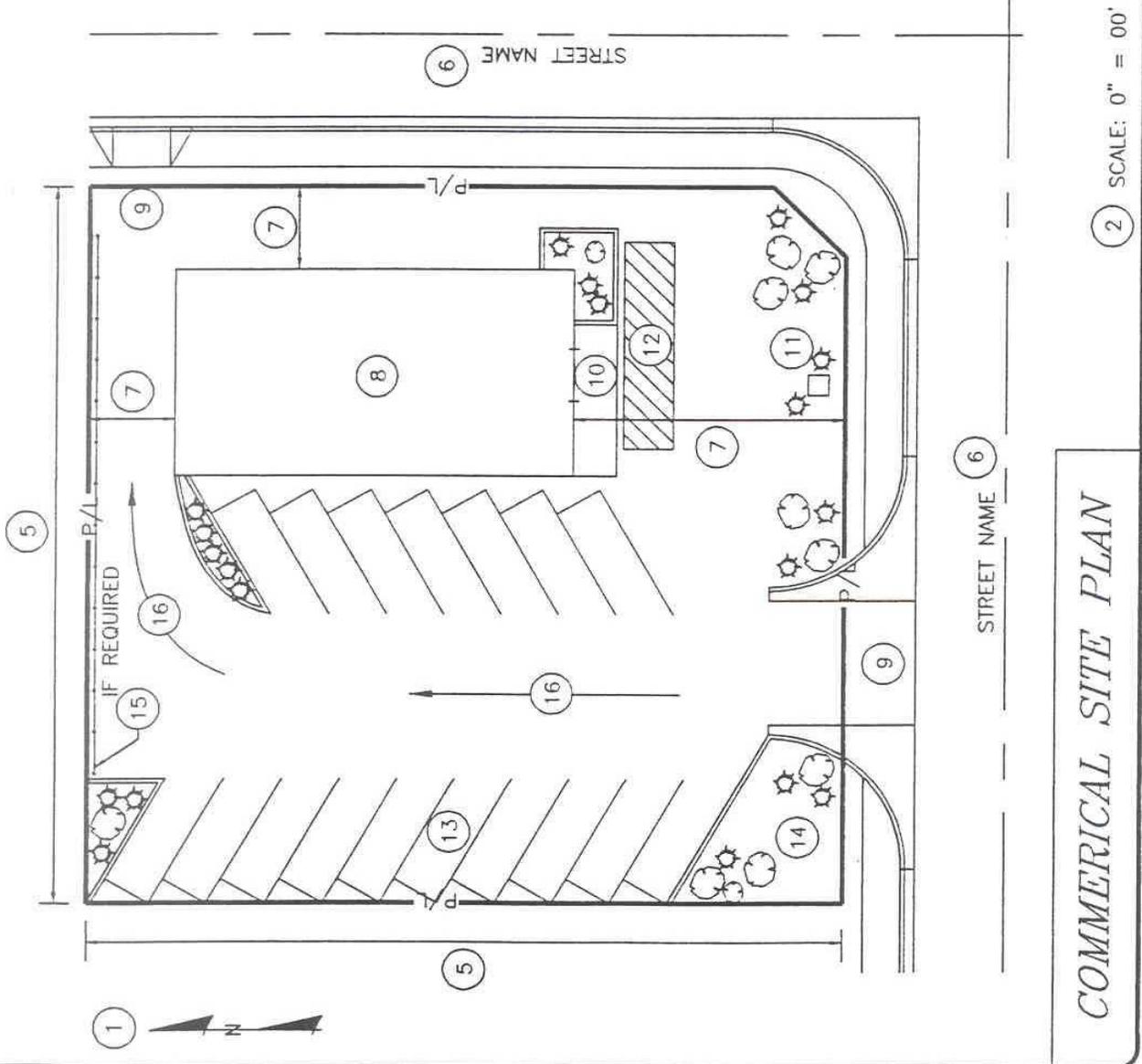
REQUIRED INFORMATION

- 1 NORTH ARROW
- 2 SCALE OF DRAWING
- 3 LEGAL DESCRIPTION
- 4 OWNERS NAME, ADDRESS & PHONE NUMBER
- 5 PROPERTY LINE & LOT DIMENSION
- 6 STREET NAME
- 7 SET BACKS—FROM PROPERTY LINES—FRONT, BACK, SIDE
- 8 LOCATION OF ALL BUILDINGS, SQUARE FOOTAGE & DIMENSIONS
- 9 ACCESS — DRIVEWAY OR ARTERIAL IF REQUIRED
- 10 FRONT ENTRANCE
- 11 SIGN — LOCATION & SIZE
- 12 FIRE LANES
- 13 PARKING PLAN, N SPACES SHOWN & N SPACES REQUIRED
- 14 LANDSCAPING & SQUARE FOOTAGE
- 15 HEIGHT & TYPE OF FENCE
- 16 DIRECTION OF TRAFFIC FLOW

NOTE: DRAWING SIZE  
8 1/2" X 11"

3 LOT# BLOCK#  
SUBDIVISION NAME

4 JOHN DOE  
ANY STREET  
TWIN FALLS, ID



COMMERCIAL SITE PLAN