



VARIANCE CHECKLIST

Variance Criteria (Section 17.04.260)

1. The variance will not adversely affect the public health, safety and welfare.
2. Unusual physical circumstances exist, such as unusual lot size or shape, topography, or other physical conditions peculiar to the affected property which make it unfeasible to develop or use the property in conformity with the provisions of Title 17, Land Use Regulations, in question.
3. The unusual circumstances have not been created as a result of the action or inaction of the applicants, other parties in interest with the applicant, or their predecessors in interest.
4. The variance requested is the minimum variance that will afford relief and allow for reasonable use of the property.
5. The variance will not result in development incompatible with other property or buildings in the area, and will not affect or impair the value or use or development of other property.

Required Application Materials

- Completed **Application Form**, signed by all current property owners (additional documentation may be required if the property is held by a Trust, LLC, or other entity)
- A **Written Narrative** that addresses compliance with all the Variance criteria defined in the Land Use Regulations under Section 17.04.260
- Copy(ies) of **Current Deed(s)** for the property and/or other current title documents such as a Title Commitment or Owners and Encumbrances Report
- Application Fee** (see current fee schedule)
- (Optional) Supporting Materials**, such as maps, plats, or other documentation, may be submitted to provide additional context or information as appropriate or desired

Additional Information

- Digital application materials may be emailed to comdev@cityofdelta.net.
- This checklist is advisory only and does not replace requirements in the City of Delta Municipal Code. Refer to the applicable Code requirements when preparing the application materials.
- Variances from certain provisions in Title 17, Land Use Regulations, are not eligible for consideration, such as from the uses specified for any Zoning District, including any performance standards thereof, or restrictions on the location of factory-built housing.
- **Discretionary Review:** This type of request requires at least one public meeting or hearing in front of the City of Delta Planning Commission and/or City Council. Additional information about your responsibilities for public notice will be provided when a meeting date is set.