



## COBURG PLANNING DEPARTMENT

### Process for Applying for a Variance

Obtain a variance application from Coburg City Hall. Fill out variance application, and submit necessary documentation and initial review fee.

#### Necessary Documentation

The variance application shall include the following:

- Completed Land Use Planning Application form
- Completed “**City of Coburg: Findings of Fact for a Variance**” form (see attached)
- Statement of the applicant’s legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of the interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- Address and legal description of the property.
- Statement explaining the intended request.
- The fee required to defray the cost of processing the application.
- Any other materials or information as may be deemed necessary by the applicant to assist in evaluation of the request.
- Names and addresses of adjacent property owners within 100 feet of the site.
- Four copies of drawings clearly showing the following, when appropriate:
  - north arrow;
  - zoning designation;
  - dimensions of the parcel;
  - dimensions and setbacks from property lines of existing and proposed structures;
  - drawings of proposed structure to include dimensions and finished height;
  - abutting properties, streets and alleyways;
  - percentage of lot coverage by structures;
  - location and sketches of all proposed signs;

#### Planning Commission Review

Because the City’s decision on a variance is a Type II procedure as described in the Coburg Zoning Code, a public hearing is required before the Planning Commission to allow for public comment on the proposal. Oregon State Law requires that notice of the public hearing be published at least 20 days prior to the hearing, and notice of the proposal must be mailed to owners of property within 100 feet of the applicant’s property.

**Over**

City staff will review the proposal and present a staff report with findings to the Planning Commission. After the public hearing, the Planning Commission may (1) make a decision to approve, deny or modify the request at meeting, or (2) continue their deliberation to a subsequent meeting date. The Planning Commission will issue a Final Order, in which there will be a 15 day appeal period to which the decision may be appealed to the City Council. The applicant will receive notification of the Planning Commission through the mail.

**PLEASE NOTE: A separate building, sign and/or electrical permit will be needed before construction. Contact City Hall for more information.**

**QUESTIONS? Call Coburg City Hall (541) 682-7850**

Revised 11/12/02