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CITY OF HALSEY

Variance Request

File Number: _____

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
APPLICANT CERTIFICATION	
<i>I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and accurate to the best of my knowledge; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.</i>	
Signature: _____	Date: _____

Reason for requesting a Variance: _____

PROPERTY INFORMATION

Site Address: _____ Nearest Cross Street: _____

Assessor Map & Tax Lot Number: _____

Current Zoning: _____

Total Area (sq ft): _____ Lot Dimensions: _____

Current Property Use: _____

Existing Structures: _____

Proposed Property Use: _____

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Owner 1:	_____	Date:	_____
Name:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____
Owner 2:	_____	Date:	_____
Name:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____

REQUIRED SUBMITTALS

- Completed, signed Application
- A \$1000 Deposit, to be drawn on for actual costs incurred
- Site Plan drawn to scale identifying all existing and proposed lot lines and dimensions; location and dimensions of existing structures and proposed structures for which the variance is being requested; location and dimensions of driveways and public and private streets within or abutting the subject lots; location of significant vegetation (Section 3.2.2.B-C); existing fences and walls; locations of easements; and any other information deemed necessary by the City Planner. for ensuring compliance with city codes.
- Narrative that specifically addresses the criteria of the class of variance requested. Please see Halsey Development Code (HDC) Chapter 5 or request city staff assistance determining which variance to apply for.

Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, and administrative fees. The City shall return any monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: _____ Payment Received: _____

Received by: _____ Receipt No.: _____

Application Reviewed for completeness: _____ Date: _____

Additional materials requested: _____

Application Complete on: _____

City Planner Review Complete: _____

Notifications Mailed on: _____ By: _____

Planning Commission Met: _____ Granted Denied

Notice of Decision Mailed: _____ By: _____

Appeal Period Expires: _____

Appealed By: _____ Date: _____

Notice of Appeal Hearing Mailed: _____ By: _____

Appeal Hearing Held: _____ Granted Denied

Notice of Final Decision Mailed: _____ By: _____

CLASS A VARIANCE

1. A Class A variance is reviewed using a Type I procedure as governed by Halsey Development Code (HDC) Chapter 4.1.3.
2. A Class A variance may be used to request:
 - Up to a 10% change to the front yard setback standard
 - Up to a 10 % reduction of the standards for the side and rear yard setbacks
 - Up to a 10% increase of the maximum lot coverage
 - Up to 10 % reduction in landscape area

CLASS B VARIANCE

1. A Class B Variance is reviewed using a Type II procedure as governed by HDC Chapter 4.1.4.
2. A Class B Variance may be used to request:
 - Variance to minimum housing density standard (HDC Chapter 2)
 - Variance to Vehicular Access and Circulation Standards (HDC Chapter 3.1)
 - Variances to Street Tree Requirements (HDC Chapter 3.2)
 - Variance to Parking Standards (HDC Chapter 3.3)
 - Variance to Maximum or Minimum Yard Setbacks to Reduce Tree Removal or Impacts to Wetlands (Chapters 2 and 3.2)
 - Variances to transportation improvement requirements (Chapter 3.4.1)
3. Class B Variances have very specific criteria and limitations under which they can be granted. Please re-view HDC Chapter 5.1.3 for details.

CLASS C VARIANCES

1. A Class C Variance is reviewed using a Type III procedure as governed by HDC) Chapter 4.1.5.
2. A Class C Variance may be used to request a variance that exceeds the standards for Class A and Class B variances.
3. Class C Variances have very specific criteria and limitations under which they can be granted. Please re-view HDC Chapter 5.1.4 for details.
4. Because a Class C variance is a Type III procedure, a pre-planning conference is required.

CLASS D VARIANCE

1. A Class D variance is reviewed using a Type III procedure as governed by HDC Chapter 4.1.5.
2. A Class D variance can be used to request a variance from the floodplain development standards in HDC Chapter 3.6.
3. For more information about Class D variances, please see HDC Chapter 5.1.5. Because a Class D variance is a Type III procedure, a pre-planning conference is required.

This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.