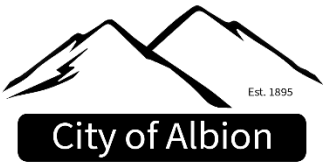




Applicant Checklist for Variance or Petition to Vacate Request Application

- Complete “Request for Variance or Petition to Vacate Application” form provided by the city. Include all attachments, exhibits, maps, legal descriptions and any other supporting documentation.
- Work with City Office to schedule a date to hold the public hearing and complete the “Notice of Public Hearing on Application for Variance (or Petition to Vacate City Property)” document.
- Make payment of the hundred dollars (\$100) application fee (required prior to publication of the notice of hearing in the newspaper of record).
- Review copy of the notice of hearing being published and make payment to the city of actual publication costs.
- Applicants will need to obtain property owner list with addresses from Cassia County Assessor’s Office of real property owners located within 300 feet of the boundaries of the subject property.
- Send written copies of the “Notice of Public Hearing on Application for Variance (Petition to Vacate City Property)”, to be mailed to addresses received of those within 300 feet. These notices must be sent to property owners at least ten (10) days prior to the hearing date. Complete the provided “Certificate of Mailing” form and return it to the City Office (notary service available at no cost).
- Applicants will need to post Notice of Hearing document on the physical premises, at the place where the hearing will take place and at the City of Albion Office. Complete the provided “Affidavit of Posting” form and return it to the City Office (notary service available at no cost).

If you have questions, please feel free to call the Clerk’s Office during normal business hours [Mon. – Thurs. 7:30am to 5:30pm], by phone at 208-647-4644 Option 1, or by email info@albionidaho.gov .



For Office Use

Date Received _____

Date Fee Paid _____

Employee Initials _____

Request for Variance or to Vacate Property Application

APP No. _____ - _____

1. Applicant(s) **Please Print or Type*

Name(s) _____

Address _____

City _____ State _____ Zip _____

Contact Information- Phone _____ Email _____

2. Owner (if different from applicants)

Name(s) _____

Address _____

City _____ State _____ Zip _____

3. Subject Property Information

Street Address _____

Legal Description (or attach a legal description)

4. Nature of Variance or Property Vacation:

Describe the nature of the Variance or Vacation being requested and the provisions of the Zoning Ordinance affected:

Provide a written narrative statement regarding the following provisions of Albion City Code

Section 5-1-12-2:

- A. That the granting of the variance or vacation will not be in conflict with the intent of the City's Comprehensive Plan and will not affect a change in zoning.

- B. That because of exceptional or extraordinary circumstances or conditions applicable to the subject property, or the intended use thereof, which do not apply generally to the property or class of use in the district, a denial of the relief sought will result in:
 - a. Undue loss in value of the property;
 - b. Inability to preserve property rights of the property owner; and
 - c. The prevention of reasonable enjoyment of any property right of owner.

- C. The granting of the relief will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements of other property owners, or the quiet enjoyment of such property improvements.

5. Provide a Site Plan of the property with all existing structures, easements, and roadways being shown.

6. Submit \$100.00 fee.

The foregoing and attached information in this Application for a Variance in the City of Albion, Idaho, is true and accurate to the best of my knowledge and belief.

Dated this _____ day of _____, 20 ____.

Applicant(s) Signature(s)