PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE | PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060

VARIANCE

For Office Use Only

BOARD OF ADJUSTMENT	PROJECT PLANNER	APPLICATION #	_____
APPROVED _____		DATE RECEIVED	_____
DENIED _____		EXPIRATION	_____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

_____

TAX ID: _____ OR

SUBDIVISION: _____ OR

SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING
ADDRESS: _____

_____

_____

PHONE #: (_____) - _____ FAX #: (_____) - _____

EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: (_____) - _____

EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

SUBMITTAL REQUIREMENTS – All of the following items must be included in order for the Planning Department to take the application.

1. Completed and signed application form.

2. A written statement stating the nature of the hardship and the nature of the Variance requested. If the request for a variance is a result of a denial of any Building Permit or Conditional Use approval, the Application shall so state, and all documents on file concerning the matter shall be forwarded for review.

3. Review fees - $940.00 per application.

4. Two (2) 24"x36" professionally prepared site plan drawn to scale containing items below:
    -   North arrow and name of project
    -   Date of drawing
    -   Adjoining property lines, owners, and uses within 100' of subject property.
    -   Total acreage of the property, dimensions of all lot lines, all landscaped areas, parking areas, snow storage area. Etc.

5. One (1) 11"x17" reduction of plans outlined in #4

6. Current Title Report – with an issue date no longer than 30 days from the application submittal date.
7. An electronic Excel spreadsheet with property owner, Summit County Assessor Parcel Number, and mailing address for properties within 300 feet, measured from the property line.

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PROJECT DESCRIPTION

1. On a separate sheet of paper, give a general description of the proposal and answer the questions below. Attach it to the application (See Submittal Requirement #2).

2. Existing Zoning: _____

3. Is the project within the Sensitive Lands Overlay?
   Yes   No

4. Current use of the property: _____

5. Total Project Area: _____ acres   _____ square feet

6. Number of parking spaces per Title 15 Land Management Code, Chapter 3, Off Street Parking:
   _____ required   _____ proposed

7. Project access via: (check one)
   Public Road   Private Road   Private Driveway

8. Occupancy type: (check one)
   Owner Occupied   Lease   Nightly Rental
   Condominium   Timeshare

9. Utility service availability:
   Existing   Requires extension of City service

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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

<div align="center">PRINTED</div>

Mailing Address: _____

_____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

<div align="center">PRINTED</div>

Mailing Address: _____

_____

Street Address/ Legal Description of Subject Property:

_____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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