

PLANNING AND COMMUNITY DEVELOPMENT

VARIANCE OF USE OF REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name and contact information for responsible party
- Applicant name (if not owner) and contact information for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- A detailed analysis summarizing how the request complies with each of the following Criteria of Approval in Chapter 5 of the Land Development Code:
 - The strict application of any of the provisions of this Code would result in peculiar and exceptional practical difficulties or undue hardship
 - The proposed use is compatible with the surrounding area, harmonious with the character of the neighborhood, not detrimental to the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety, or welfare of the inhabitants of the area and County

- The proposed use will be able to meet air, water, odor or noise standards established by County, State or federal regulations during construction and upon completion of the project
- The proposed use will not adversely affect wildlife or wetlands
- The applicant has addressed all off-site impacts
- The site plan for the proposed variance of use will provide for adequate parking, traffic circulation, open space, fencing, screening, and landscaping
- A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
- A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
- A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Development Code.
- A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.