

ADA COUNTY DEVELOPMENT SERVICES

200 W. Front Street, Boise, ID 83702. www.adaweb.net phone: (208)287-7900 fax: (208)287-7909



VARIANCE CHECKLIST (ACC 8-7-4)

A Variance request requires a public hearing.

GENERAL INFORMATION:

Applicant	DESCRIPTION	Staff
	One paper copy and one electronic copy of all required submittals.	
	Completed and signed Master Application	
	DETAILED LETTER by the applicant fully describing the request or project and address the following:	
	Reason for the variance. Be specific.	
	Explain how the variance does not grant a right or special privilege that is not otherwise allowed in the base district.	
	Explain how the variance relieves an undue hardship due to the characteristics of the site.	
	Explain how the variance is not detrimental to the public health, safety, and welfare.	
	What is the hardship if the variance is denied?	
	Are there characteristics of the property that are unusual and make it necessary to obtain the variance?	
	Were you aware of this hardship prior to purchasing or developing your property?	
	How does the request comply with Idaho Code 67-6516?	
	CURRENT SITE PLAN One reduced copy to 8 1/2 X 11.	
	DEED or evidence of proprietary interest.	
	NEIGHBORHOOD MEETING CERTIFICATION	
	PRE-APPLICATION CONFERENCE NOTES	
	MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)	
	APPLICATION FEE: Call County for Current Planning Fee or go to www.adaweb.net	

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE ITEMS ON THE FORM ARE SUBMITTED.