

Administrative Variance Information & Submittal Requirements



Planning Department

231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

An administrative variance is the process under which the Planning Director may grant certain adjustments to specific requirements in the Zoning Ordinance when the adjustment is within the limitations and conditions stated in Section 17.74.090 (Administrative Variance-Review Criteria) of the McMinnville Zoning Ordinance and listed below. These provisions are to be used sparingly. A request for a variance beyond these limitations is processed as a full variance application, which is subject to Planning Commission review at a public hearing.

Limits for adjustment are as follows:

- A. Lot area: Maximum possible adjustment of one percent of the minimum lot area but not more than 90 square feet.
- B. Setbacks: Maximum adjustment of 10 percent of the required setback.

Variations are not allowed for standards pertaining to the number of dwelling units permitted, parking requirements, height of building, vision clearance area, density, or use of property.

Submittal Requirements

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Administrative Variance application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating existing and proposed buildings, dimensions, adjacent street(s), distances from property lines, and any other information that would help substantiate or clarify your request.
- Payment of applicable review fee.

Review Process

Upon receipt of a complete application, the Planning Director will send notice of the request to owners of property within 100 feet of the site for which the application is made for their review and comment. Following the allowed 14 (fourteen) day comment period, the Planning Director will advise the applicant of his decision by mail. The decision of the Planning Director to grant or deny the requested variance may be appealed to the Planning Commission under the provisions contained in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

For further information regarding an Administrative Variance request and the process for review, please see Chapters 17.72 (Applications and Review Process) and 17.74 (Review Criteria) of the Zoning Ordinance, or contact the McMinnville Planning Department.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Administrative Variance Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Please indicate the type of administrative variance requested:

- Lot Size Requirement _____ Reduction to _____
- Road Frontage Requirement _____ Reduction to _____
- Setback--front, rear, side Requirement _____ Reduction to _____
- Other _____ Requirement _____ Reduction to _____

1. Describe, in detail, the nature of the request. _____

2. Is the variance request for this property due to unique circumstances (i.e. shape or topography of the site)? If yes, please describe nature of circumstance. _____

3. What exceptional or extraordinary circumstances apply to the property which do not apply generally to other property in the same zone or vicinity. _____

4. What property right would be preserved substantially the same as owners of the other property in the same zone or vicinity, by granting the variance. _____

5. What unnecessary hardship would be avoided by granting the variance. _____

6. Why won't this request be materially detrimental to the surrounding area. _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating existing and proposed buildings, dimensions, adjacent street(s), and distances from property lines, and any other information that would help substantiate or clarify your request.*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date