VARIANCE APPLICATION

****All information must be filled out to be processed.*

File No.: _____
Date Application Received: _____ Fee Paid: _____
Processed by: City: _____

Applicant Information:

PRIMARY CONTACT IS: Applicant ___ Owner ___ Representative ___

Applicant Name: _____
Applicant Address: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Owner Name: _____
Owner Address: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Representative (e.g., architect, engineer, developer):
Contact: _____ Firm Name: _____
Address: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Property Information:

Site Address: _____

Approved Zoning: _____ Parcel Number(s): _____

Application Requirements:

(Applications are required to contain one copy of the following unless otherwise noted.)

Applicant (√)	Description	Staff (√)
	Pre-application meeting with the Planning Department required prior to neighborhood meeting.	
	Copy of neighborhood meeting notice sent to property owners within 300 feet and meeting sign-in sheet. (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application.)	
	Completed and signed Variance Application	
	Fee	

	Narrative fully describing the request: (must be signed by applicant) Address in the narrative how this request meets the following findings: ➢ The variance shall not grant a right or special privilege that is not otherwise allowed in the district. ➢ Granting the variance will not provide any special privilege that is denied to other lands, structures or buildings in the same district. ➢ The variance relieves an undue hardship because of characteristics of the site ➢ The variance shall not be detrimental to the public health, safety, and welfare.	
	Recorded warranty deed for the subject property	
	One (1) 8 ½" X 11" Copy of the recorded plat the property lies within	
	Legal description of the subject property with engineer's seal. (Lot, Block, and Subdivision name if located in a recorded subdivision OR a metes and bounds legal description of the property if not in a subdivision) • Submit two (2) paper and one (1) electronic copy	
	Two (2) 11" X 17" vicinity maps showing the location of the subject property	
	One (1) 8 ½" X 11" vicinity maps showing the location of the subject property	
	Two (2) 11" X 17" copies of site plan	
	If the signature on this application is not the owner of the property, an **original** notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.	
	Names and addresses, printed on address labels, of property owners within three hundred feet (300') of the external boundaries of the property being considered as shown on record in the County Assessor's office.	
	Two (2) Electronic versions of the site plan, vicinity map, & legal description in PDF format submitted on disks with the files named with project name & plan type. We encourage you to submit at least one color version.	
	Signed Certification of Posting with pictures. (see attached posting requirements and certification form)	

FEE REQUIREMENT:

*** I have read and understand the above requirements. I further understand fees are due at the time of filing. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star.*

_____ _____

Applicant/Representative Signature Date

**Note: All presentation boards, material boards, and documentation that are a part of the public hearing shall become property of the City of Star.

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
) ss
COUNTY OF _____)

I _____, _____
(name) (address)

_____, _____ _____
(city) (state) (zip)

being first duly sworn upon oath, depose and say: That I am the record owner of the property

described on the attached, and I grant my permission to _____,
(name)

_____, _____ _____
(address) (state) (zip)

to submit the accompanying application pertaining to that property.

Address or location of property: _____

I agree to indemnify, defend and hold the City of Star and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

I understand there may be direct costs incurred by the City in obtaining a review of the application by architects, engineers, or other professionals necessary to enable the City to approve or disapprove the application. I understand that I will be billed on a monthly basis and will remit payment within 30 days.

I hereby grant permission to the City of Star staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Type of application: _____

Dated this _____ day of _____, 20_____.

_____
(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

_____
Notary Public for Idaho
Residing at: _____
My Commission Expires: _____

POSTING REQUIREMENTS OF THE CITY OF STAR
STAR CITY CODE 8-1 A-6

Posting Notice: Not less than ten (10 days prior to the hearing, the applicant shall post a copy of the public hearing notice of the application on the property under consideration. Posting of the property must be in substantial compliance with the following requirements:

1. **Signage Requirements:**

a. The sign(s) shall consist of 4'x4' plywood or other hard surface mounted on two (2) 4"x4" posts in such manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three (3) feet above the ground.

b. Centered at the top of the 4'x4' sign board(s), in six-inch (6") letters shall be the words "City of Star Public Hearing Notice." In addition, each sign will inform the public of the name of the nature of the hearing, the date, time and address of the hearing location, a summary of the proposal to be considered, proposed zoning, a City contact phone number, the location of the development and the name of the applicant, and if applicable, the proposed development. Each sign shall be painted white, and the letters shall be painted black and shall appear on both sides. An example of this sign is set forth below:

Size =
six (6) inches

Size =
two (2) inches

Size =
one and one-half
(1.5) inches

CITY OF STAR
PUBLIC HEARING NOTICE

THE CITY OF STAR WILL HOLD A PUBLIC HEARING

DATE: **September 15, 2009**
TIME: **7:00 p.m.**
LOCATION: **Star City Hall**
10769 W. State Street, Star, Idaho

PURPOSE: (*Required Information*)
Examples: Annexation and Zoning – Sun River Property, Approximately 210 Acres, Requested Zoning MU, C-1 and R-4
(OR)
Preliminary Plat - Pleasant View Subdivision, Approximately 7.66 acres, 29 single-family dwelling lots and 3 Commercial Lots
(OR)
Conditional Use Permit - to Operate a Convenience Store with Fuel Sales

PROPERTY LOCATION:
SW corner of the intersection of South Star Road and Idaho State Highway 44 (State Street)

APPLICATION BY: John Q. Citizen

CONTACT: The City of Star at 286-7247 for additional Information

2. **Sign Placement:** The sign(s) shall be posted on the land being considered along each roadway that is adjacent to the subject property boundaries. The sign(s) shall be located on the property, outside of the public right-of-way. If the sign cannot be placed on the property and still be clearly visible, the sign may be placed within the right-of-way if the applicant can obtain the consent of the owner of the right-of-way.

3. **Proof of Posting:** The applicant shall submit a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign(s) were posted. Unless the certificate is received by such date, the public hearing will be continued.

4. **Sign Removal:** The signs shall be removed no later than three (3) days after the public hearing for which the sign had been posted. A penalty of ten ($10.00) per day shall be imposed against each applicant for late removal of the signs.

City of Star
Certification of Posting

I, _____, applicant or representative
(Name)
for the application of file # _____, commonly referred to as
_____ which requires a public hearing,
(Subdivision /Parcel #)
have posted the subject property with a public hearing notice sign as required by Star City Code 8-1 A-6D on _____ (*date of posting – must be no less than 10 days prior to the hearing*). I am further herewith notified that I must remove the sign within three (3) days after the hearing or any continuation thereof. I understand that failure to remove the sign within the three (3) days shall result in a penalty of ten ($10.00) per day after the third day. (Resolution 2012-02)

_____ _____
Applicant or Representative Signature Dated

SUBSCRIBED AND SWORN to before me the_____ day of _____, 20_____.

_____
Notary Public for Idaho
Residing at: _____
My Commission Expires: _____

Note: This certification must be submitted to Star Planning Department no later than seven (7) days prior to the public hearing. Please attach photos of the posted signs to this certification.

(Check Off For Applicant)

☐ Signed/Notarized Certification of Posting

☐ Picture(s) of Posted Sign Attached

NEIGHBORHOOD MEETING
ATTENDANCE ROSTER

PROJECT NAME: _____

Meeting Date: _____ Meeting Time: _____

Meeting Location: _____

ATTENDEES:

NAME	ADDRESS	TELEPHONE

APPLICANT SIGNATURE _____ DATE_____

(Check off For Applicant)

☐ Attendance Roster

☐ Letter of Meeting Notice

Date Received: _____

City of Star, P.O. Box 130, Star, Idaho 83669 P: 208-28607247 F: 208-286-7569