

# CITY OF HERMISTON

## APPLICATION FOR MINOR VARIANCE

§157.225 of the Hermiston Code of Ordinances provides for authorization to grant or deny minor variances. The City administration may grant a minor variance to the requirements of the ordinance where it can be shown that owing to special and unusual circumstances, strict application of the ordinance would cause an undue or unnecessary hardship. In granting a minor variance, conditions may be imposed which are necessary to protect the best interest of the surrounding property or vicinity or otherwise achieve the purpose of this ordinance.

One variance may be granted by the city administration after a thorough examination and upon presentation of evidence by the applicant that the variance requested involves one of the three issues listed in the application.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

Name of Owner (If Different): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

Legal Description: Assessor's Map No: \_\_\_\_\_ Tax Lot No: \_\_\_\_\_

Subdivision (If Applicable): \_\_\_\_\_

**Please Attach a Metes and Bounds Legal Description**

Street Address:

Current Zoning Designation:

Variance Requested:

Please check those that apply and explain the special and unusual circumstances to justify the request. Attach additional sheets if necessary.

Deviation from a minimum property development standard by not more than ten percent.

Expansion of a conditional or nonconforming use by not more than ten percent of the gross building volume.

Extension or restoration of a nonconforming structure.

**ADDITIONAL INFORMATION TO BE FURNISHED & ATTACHED TO APPLICATION:**

1. Evidence that applicant is owner or purchaser of the property or has written permission of such owner to make an application for the variance.
2. Two copies (one digital copy) of a site plan (11"x17") drawn to scale, showing the location of the property concerned with all proposed or existing building(s), and the location of all highways, streets and alleys.

The above statements are true to the best of my belief and knowledge.

I am the owner/ owner(s) authorized representative.  
(If authorized representative, please attach letter signed by owner.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PROCEDURE: Upon receipt of the application form and payment of the application fee, the city administration shall render a decision within five working days, or the decision may be deferred to the planning commission. Additional information may be requested to arrive at a decision; and, if so, the decision shall be rendered within five working days following the submission of such information.

Should a minor variance be granted by administrative action, a notice of the variance decision and reasoning shall be mailed to all property owners abutting the subject property, exclusive of any public rights-of-way, soliciting comments or objections. If any written objections to the proposed variance are received within ten days of the mailing, a public hearing shall be required in accordance with §157.230 of the Hermiston Code of Ordinances. Should a hearing become necessary, the applicant will be responsible for publication and out-of-pocket costs. If no objections to the minor variance are received within the ten-day period, the variance shall then become effective.

If you have any questions about completing the application or the procedure, please feel free to contact the planning department at the Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838, or telephone (541) 567-5521. The City's fax number is (541) 567-5530.

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**Office Use Only**

Date Filed:

Received By:

Meeting Date:

Fee: \$225.00

Date Paid:

Receipt No: