



**City of Sunset Hills - Planning & Zoning Department**

**Board of Adjustment Variance Submittal Checklist**

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: \_\_\_\_\_ Date: \_\_\_\_\_

Development Address(s): \_\_\_\_\_

Area of Tract: \_\_\_\_\_ Number of Proposed Buildings: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Proposed Zone: \_\_\_\_\_

Developer Name: \_\_\_\_\_ Engineering Firm: \_\_\_\_\_

Attention: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Interest of Applicant: ( ) Owner ( ) Contract Purchaser ( ) Other \_\_\_\_\_

| Petitioner Input   |                | Staff Notes |
|--|----------------|-------------|
| Item   | Included ( X ) |             |
| The particular requirements of this Ordinance that prevent the proposed construction   |                |             |
| The unique characteristics of the subject property, which prevent compliance with the requirements of this Ordinance                                     |                |             |
| The practical difficulty or particular hardship which would result if the particular requirements of this Ordinance were applied to the subject property |                |             |
| The reduction or modification of the minimum requirements of this Ordinance that would be necessary to permit the proposed construction                  |                |             |
| Where necessary, a plot plan, drawn to scale, in duplicate showing existing conditions and proposed plans for the area in question                       |                |             |