



City of Scio

Planning File No.:

PO Box 37  
38957 NW 1<sup>st</sup> Avenue  
Scio, OR 97374

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[cathy@sciooregon.gov](mailto:cathy@sciooregon.gov)

### Variance Application

#### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

#### Applicant Certification

***I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.***

***I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft. or acres): _____	
Current Property Use: _____	
Existing Structures: _____	
Proposed Property Use: _____	

Reason for requesting a Variance: _____
_____
_____

Ordinance Standard for Which Variance is Requested: \_\_\_\_\_

**FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY**

*The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.*

*If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.*

*By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.*

**PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION**

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

**REQUIRED SUBMITTALS**

- Signed Application
- A \$400 Deposit, to be drawn on for actual costs incurred.
- Site Plan drawn to scale identifying all existing and proposed lot lines and dimensions; location and dimensions of existing structures and proposed structures, and the distance of these building from property lines; location of existing and proposed water and sewer lines serving the property; location of existing and proposed vehicular access onto the property; location, size and number of parking spaces for proposed off-street parking; location of significant vegetation; existing fences and walls; locations of easements; and any other information deemed necessary by City staff.
- Applicant's letter or brief narrative describing the proposal and addressing the variance approval criteria in Section 11 of Scio Land Division Ordinance No. 562 or Section 9 of Scio Zoning Ordinance No. 561.

## APPROVAL CRITERIA

### ***Variance to Scio Zoning Ordinance:***

A proposal for a variance to the Scio Zoning Ordinance must comply with all of the following criteria:

1. Exceptional or extraordinary conditions apply to the property that do not apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography or other circumstances over which the applicant has no control.
2. The variance is necessary for the preservation of a property right of the applicant substantially the same as is possessed by owners of other property in the same zone or vicinity.
3. The authorization of the variance shall not be materially detrimental to the purposes of the Scio Zoning Ordinance, be injurious to property in the same zone or vicinity in which the property is located, or be otherwise detrimental to the objectives of any city development plan or policy.
4. The variance requested is the minimum variance from the provisions and standards of the ordinance which will alleviate the hardship.

### ***Variance to Scio Subdivision Ordinance:***

A proposal for a variance to the Scio Subdivision Ordinance must comply with all of the following criteria:

1. Exceptional or extraordinary conditions apply to the property that do not apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography or other circumstances over which the applicant has no control. Project costs shall not be considered as an exceptional or extraordinary circumstance.
2. The variance is necessary for the preservation of a property right of the applicant substantially the same as is possessed by owners of other property in the same zone or vicinity.
3. The variance shall not be materially detrimental to the purposes of the Scio Subdivision Ordinance, or to property in the same vicinity in which the property is located.
4. The variance requested is the minimum variance which will alleviate the hardship.
5. The variance is consistent with the policies of the Scio Comprehensive Plan and with the provisions of this ordinance and the zoning ordinance.

## APPROVAL PROCESS

The Scio Planning Commission will hold a public hearing and then make a decision to either approve or deny the proposal. A written notice of decision will be issued by the City.

***This information is only a summary. For additional information or clarification, please refer to the Scio Zoning Ordinance No. 561 and Scio Land Division Ordinance No. 562 or request clarification from city staff.***

**OFFICE USE ONLY**  
**PROCESS SUMMARY TIMELINE**

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____ _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____