

**City of Danville
PROCEDURES FOR
VARIANCE REQUESTS**

A. PROCEDURES:

- 1. Applicant and/or his agent shall meet with the Zoning Administrator to discuss a request for variance, obtain an application form and present preliminary information.**
- 2. The applicant or his agent shall complete the application and shall prepare a site plan and other supporting materials to describe:**
 - (a) Location of the property;**
 - (b) Actual dimensions of the lot;**
 - (c) Location of the building or structure to be erected, converted, enlarged, or structurally altered and distance from the building or structure to each lot line;**
 - (d) Other such information as may be necessary to determine and provide for the enforcement of this Ordinance.**
- 3. The applicant or his agent shall file the completed application form and the required site plan with the Zoning Administrator and pay the filing fee of \$50 for a minor variance (25% or less) or \$125 for a major variance (greater than 25%).**
- 4. If the applicant requests a minor variance, the Zoning Administrator shall proceed to review the application and other related evidence, and then prepare findings and make a final determination on the application within 20 days of the filing of the application.**
- 5. If the applicant requests a major variance, the Zoning Administrator shall schedule the application for a public hearing before the Zoning Board of Appeals within 10 days of the receipt of the application. The applicant shall have notice of the public hearing published in a local newspaper of general circulation at least 15 days but not more than 30 days prior to the scheduled public hearing. Notices of the public hearing will be mailed to all property owners within 250 feet of the outer boundaries of the property in question. Said mailing shall be completed at least 15 days but not more than 30 days prior to the public hearing. The Zoning Board of Appeals shall then hold the public hearing and shall review the application and other evidence to determine possible adverse effects of the proposed variation, and then prepare findings and make a final determination on the application within 30 days of the close of the public hearing.**