



# Planning & Zoning Department Variance Checklist

<b>Staff Use Only</b>	
Project Name: _____	File Number: _____
Date Received: _____	Code Referenced: _____

Nonrefundable Fee: **\$255.00**

**Please provide the following required documentation to complete the application**

Applicant	Staff	Description
<b>A copy of <u>ONE</u> of the following</b>		
		A recorded warranty deed for the property
		Proof of option
		Earnest money agreement
<b>One copy of <u>EACH</u> of the following</b>		
		Signed & Notarized Affidavit of Legal Interest. Form <b>must</b> be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
		Original legal description of property AND a legible WORD formatted document. (Must have for final recording) Old or illegible title documents will need to be retyped in a WORD formatted document.
		Site plan showing requested area for variance
		Narrative fully describing the practical difficulty or unnecessary hardship which would result from a literal interpretation and enforcement of the specific regulation for which the variance is being sought.
		Associated fees
		Master Application form

### NOTICE TO APPLICANT

This application will be referred to the Nampa City Council for its consideration. The City Council shall hold a public hearing on the application and it shall be granted or denied. Notice of the public hearing shall be sent to adjacent property owners no less than 10 or more than 30 days prior to the hearing. You will be given notice of the public hearing and should be present to answer any questions.

A variance shall not be considered a right or a privilege, but will only be granted upon showing the following undue hardship:

1. Special characteristics of the site, which deprive it of privileges commonly enjoyed by other properties in the same zone or vicinity, and
2. The variance is not in conflict with the public interest.

Variances are not intended to allow something that others do not have a permitted right to do. The use or construction permitted by a variance must be commenced within a 6-month period. If such use or construction has not commenced within such time period, the variance shall no longer be valid. Prior to the expiration of the 6-month period the applicant may request from the city Council an extension for up to an additional 6 months from the original date of approval.



# City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

## AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )  
 :SS  
COUNTY OF CANYON )

A. I, \_\_\_\_\_, whose address is \_\_\_\_\_, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to \_\_\_\_\_, whose address is \_\_\_\_\_, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_



# Planning & Zoning Department Master Application

**Staff Use Only**

Project Name: \_\_\_\_\_  
 File Number: \_\_\_\_\_  
 Related Applications: \_\_\_\_\_

**Type of Application**

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation                   | <input type="checkbox"/> Planned Unit Development/MPC   |
| <input type="checkbox"/> Appeal                       | <input type="checkbox"/> RV Park                        |
| <input type="checkbox"/> Building & Site Design       | <input type="checkbox"/> Subdivision                    |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Short                          |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Preliminary                    |
| <input type="checkbox"/> Development Agreement        | <input type="checkbox"/> Final                          |
| <input type="checkbox"/> Modification                 | <input type="checkbox"/> Condo                          |
| <input type="checkbox"/> Home Occupation              | <input type="checkbox"/> Temporary Use Permit           |
| <input type="checkbox"/> Daycare                      | <input type="checkbox"/> Fireworks Stand                |
| <input type="checkbox"/> Kennel License               | <input type="checkbox"/> Vacation                       |
| <input type="checkbox"/> Commercial                   | <input type="checkbox"/> Variance                       |
| <input type="checkbox"/> Mobile Home Park             | <input type="checkbox"/> Zoning Map/Ordinance Amendment |
| <input type="checkbox"/> Legal Non-Conforming Use     | <input type="checkbox"/> Other: _____                   |

**You must attach any corresponding checklists with your application or it will not be accepted**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Interest in property:  Own  Rent  Other: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Name (e.g., Engineer, Planner, Architect): \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Subject Property Information**

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

Parcel Number(s): \_\_\_\_\_ Total acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of proposed use:  Residential  Commercial  Industrial  Other: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Description of proposed project/request: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Acres of each proposed zone: \_\_\_\_\_

**Development Project Information (if applicable)**

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, Other)		
Open Space		
<b>Total</b>		

**Please answer all questions that are relevant to your project**

Minimum square footage of structure: \_\_\_\_\_ Maximum building height: \_\_\_\_\_

Minimum property size (s.f.): \_\_\_\_\_ Average property size (s.f.): \_\_\_\_\_

Gross density: \_\_\_\_\_ Net density: \_\_\_\_\_

Type of dwelling proposed:  Single-family Detached  Single-family Attached

Duplex  Multi-family  Condo  Other: \_\_\_\_\_

Proposed number of units: \_\_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_

% of open space/common area: \_\_\_\_\_

**Completed applications and checklists can be sent to: [pzall@cityofnampa.us](mailto:pzall@cityofnampa.us)**

**Authorization**

Print applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Staff**

Received by: \_\_\_\_\_ Received date: \_\_\_\_\_