



Variance Application

Dallas Planning Department

Development Code Class A, Type II Review

Official Use Only:
 File No.: _____
 Date: _____
 Fee: \$500 PAID

A CLASS A VARIANCE is a request to modify a development standard that is not otherwise permitted as an exception to standards found in the Dallas Development Code (DDC). A Class A Variance involves variances with limited discretion and are reviewed administratively by City staff through a Type II procedure (DDC 4.1.030). The following variances may be reviewed as Class A Variances: **1. Front yard setbacks** – up to a 10% change, **2. Interior setbacks** – up to a 10% reduction of the dimensional standards for side and rear yard setbacks, **3. Lot coverage** – up to 10% increase of the maximum lot coverage, and **4. Landscape area** – up to 10% reduction in landscape area. To request a Class A Variance, please return this application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon, 97338.

Section 1 – Applicant Information

Name(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information (If not applicant)

Property Owner(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project: _____

 Site Address: _____ Total Land Area: _____
 Assessor Map/Taxlot No. _____ Zoning: _____
 Present Use of Property: _____

Section 4 – Application Submittal Information

Please submit one electronic copy (PDF format preferred) and one paper copy of the information listed below.

- Application Form.
- Application Fee.
- Narrative that addresses the relevant decision criteria in sufficient detail for review and decision-making (See Section 6, page 2).
- Proposed Site Plan. The site plan shall contain the following information:
 - The proposed development site, including boundaries, dimensions, and gross area;
 - Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - The location and dimensions of all proposed public and private streets, drives, rights-of-way, and

easements;

- The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- Date, north arrow, and scale of drawing.

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S)

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Section 6 – Application Review Criteria

Approval Criteria. A Class A Variance shall be granted if the applicant demonstrates compliance with all of the following criteria:

1. The variance requested is to provide for greater compatibility between proposed structures and the built or natural environment.
2. The variance will not result in violation(s) of any other adopted ordinance or code standard; each code standard to be modified shall require a separate variance request.
3. An application for a Class A variances is limited to one (1) lot per application.
4. No more than three (3) Class A variances may be approved for one lot or parcel in a continuous 12 month period.

Note: Compliance with other City codes and requirements, though not applicable land use criteria, may be required prior to issuance of building permits.

