



Variance Application

Dallas Planning Department

Development Code Class B, Type III Review

Official Use Only:
 File No.: _____
 Date: _____
 Fee: \$1,250 PAID

A Class B, Type III Variance is a discretionary review conducted by the Planning Commission with a public hearing. A variance is a request to modify development standards that are not otherwise permitted elsewhere in the Dallas Development Code as exceptions to code standards. The variance procedure provides flexibility to recognize varied geographic and other complexities of land development, while maintaining the purpose and intent of the Development Code. The variance procedures provide relief from specific code provisions when they have the unintended effect of preventing reasonable development in conformance with other codes. A pre-application conference is required before an application is submitted. To request a Class B 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.
- Property Deed and all existing and proposed restrictions or covenants, including those for access control.
- Narrative that addresses the relevant criteria in sufficient detail for review and decision-making (see Section 6, page 3).
- Traffic Impact Analysis when required, shall be prepared in accordance with the road authority's requirements. See Section 4.1.090, and Section 3.4.010 for relevant standards.

- 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 analysis maps that are proposed to remain on the site;
 - 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;
 - The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
 - Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - Loading and service areas for waste disposal, loading and delivery;
 - Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
 - Location, type, and height of outdoor lighting;
 - Location of mail boxes, if known;
 - Name and address of project designer, if applicable;
 - Locations of bus stops and other public or private transportation facilities;
 - Locations, sizes, and types of signs
- Architectural drawings. Architectural drawings showing one or all of the following shall be required for new commercial, commercial/residential, industrial and multifamily buildings, and major remodels of the same:
 - Building elevations (as determined by the City Planning Official) with building height and width dimensions;
 - Building materials, colors and type;
 - The name of the architect or designer.
- Landscape plan. Where a landscape plan is required, it shall show the following:
 - The location and height of existing and proposed fences, buffering or screening materials;
 - The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - The location, size, and species of the existing and proposed plant materials (at time of planting);
 - Existing and proposed building and pavement outlines;
 - Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;
 - Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.2. Landscape, Street Trees, Fences and Walls of this Code.
- Other information determined by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code.

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 B Variance may be approved only upon finding it meets all of the following criteria:

1. The variance is necessary because the subject Code provision does not account for special or unique physical circumstances of the subject site, existing development patterns, or adjacent land uses.
2. The variance is the minimum necessary to address the special or unique physical circumstances referenced in subsection 5.1.040B (1).
3. The variance conforms to the provisions of subsections 5.1.040C through 5.1.040G, as applicable.
4. The variance does not conflict with other applicable City policies or other applicable regulations.
5. The variance will result in no foreseeable harm to adjacent property owners or the public.

The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria.

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