



## VARIANCE APPLICATION

69 PINEDALE SOUTH ROAD / PO BOX 709  
PINEDALE WYOMING 82941  
PHONE: (307) 367-4136 FAX: (307) 367-2578  
[paz@townofpinedale.us](mailto:paz@townofpinedale.us)

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### Variance Application Time Line

- ✓ Preliminary Discussion with Planning & Zoning Administrator.
- ✓ Submit variance application and fee, and determine when the application will be presented to the Planning & Zoning Commission.
- ✓ Applicant shall notify neighbors within 140 feet about the application and Planning & Zoning public hearing. Proof of mailing should be provided to the Planning & Zoning Administrator at least 20 days prior to the Planning & Zoning Commission public hearing.
- ✓ Application is now considered complete.
- ✓ Town will advertise the Public Hearing in the Pinedale Round-Up at least 15 days prior to the meeting.
- ✓ Applicant shall attend the Planning & Zoning Commission public hearing. The Planning & Zoning Administrator will make a recommendation to the Town Council.
- ✓ Planning & Zoning Administrator presents the recommendation to the Town Council for a final decision. The Applicant should be present at this meeting.
- ✓ If approved, variance is issued. Apply for any necessary supplemental permits.

### APPLICATION REQUIREMENTS

- Completed Variance Application, including application fee received
- Site Plan, if necessary (see checklist) (1 hard copy, 1 PDF)
- Provide notice (certified letter to all adjacent property owners within 140 feet (provide a copy of the letter and receipts to P&Z). The letter should include property information, a copy of the application, information about the Public Hearing, and Town contact information. See the attached sample.
- Any relevant information Planning & Zoning or the Engineering Department requires to adequately review the permit application.

### FEE

Fee is determined by resolution, please refer to [www.townofpinedale.us](http://www.townofpinedale.us) or contact the Town for the fee.

### REVIEW PROCESS

Town Ordinance requires variances to go through the public hearing process (Planning & Zoning Commission and Town Council.) Once a completed application packet is submitted to the Town, it is sent for review by applicable agencies including but not limited to, Planning & Zoning, Engineering, Public Works, Town Attorney, and the Fire Department.

Should a professional review be required and contracted outside of Town departments, the review fee will be passed onto the applicant. Staff will schedule complete applications on a first come, first served basis. During the building season you may have wait until the next month if the agenda is full. Estimated time frame if materials are complete and there are no major issues is 2 months. Applicants or their agent must attend both the Planning & Zoning Commission and Town Council meetings or the application will not be reviewed.

**Although Town Council may approve your application, you may not exercise the variance until you have been issued a permit.**



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### **VALIDITY**

The permit is considered null and void if the variance has not been established within 1 year of permit issuance.

### **SITE PLAN CHECK LIST**

Site plans should be prepared (but it is not required) by a design professional to ensure accuracy, limit liability to the property owner, and have a professional depiction of your property investment. An accurate and thorough site plan answers the standard and anticipated questions of Town Staff, Planning Commission, and Town Council which can result in quicker review and approval times making it advantageous to the applicant. In addition, a professionally done site plan is an asset to the current and future property owners when conveying real estate, further developing the property, or locating utilities.

### **TEXT INFORMATION**

- Legal description and street address
- North arrow, site plan scale (no larger than 1"=20'), date of preparation
- Applicant, property owner, and preparer's names and addresses
- Current and/or proposed zoning district
- Abutting property owner's names and zoning district
- Vicinity Map (1"=600') location of parcel in recognizable area

### **GRAPHIC INFORMATION**

Depict the location, size (diameter, dimensions, length, width, etc.) and type of the following (existing and proposed); include a legend.

- Fencing and/or screening
- Landscaping and/or screening
- Lighting
- Signs
- Trash receptacles
- Off-street parking and loading, adjacent on-street parking including surface material and markings (handicap, directions, entrances/exits)
- Utilities (water, sewer, electric, gas, etc.)
- Sidewalks, driveways, curbing, curb cuts, bollards etc.
- Parcel boundaries & dimensions (include square footage or acreage)
- Setbacks including dimension to structures
- Easements including dimension to structures
- Adjacent streets & alleys (include widths)
- Footprint of all buildings/structures (include square footage)

### **DRAINAGE INFORMATION**

- Site contours
- Spot elevations
- Directional arrows indicating flow patterns
- Infiltrators, drains, swales, detention basins or other features



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|                             |   |        |                 |
|-----------------------------|---|--------|-----------------|
| <b>OWNER</b>                | PROPERTY OWNER NAME:  |        |                 |
|                             | MAILING ADDRESS:  |        |                 |
|                             | PHONE:  | EMAIL: |                 |
| <b>LESSEE</b>               | BUSINESS / RENTER (IF DIFFERENT THEN PROPERTY OWNER):   |        |                 |
|                             | MAILING ADDRESS:  |        |                 |
|                             | PHONE:  | EMAIL: |                 |
| <b>AGENT</b>                | BUSINESS / RENTER (IF DIFFERENT THEN PROPERTY OWNER):   |        |                 |
|                             | MAILING ADDRESS:  |        |                 |
|                             | PHONE:  | EMAIL: |                 |
| <b>LEGAL</b>                | LOT:  | BLOCK: | ADDITION:       |
|                             | LOT SIZE/AREA:  |        | STREET ADDRESS: |
|                             | ZONE:   |        | PIDN:           |
|                             | ARE THERE COVENANTS OR DEED RESTRICTIONS PERTAINING TO THIS PROPERTY? <input type="checkbox"/> NO <input type="checkbox"/> YES  |        |                 |
|                             | IS APPROVAL REQUIRED BY A HOMEOWNERS ASSOCIATION OR OTHER COMMITTEE? <input type="checkbox"/> NO <input type="checkbox"/> YES   |        |                 |
| <b>VARIANCE DESCRIPTION</b> | WHAT ORDINANCE IS BEING VARIED?   |        |                 |
|                             | HOW WILL THE ORDINANCE BE VARIED?   |        |                 |
|                             | SUPPLEMENTAL APPLICATION?<br><input type="checkbox"/> Building Permit <input type="checkbox"/> Fence Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Other: |        |                 |

Written description of the variance and how it meets the following criteria:

- That the variance will not authorize a permitted use other than those specifically enumerated in the zoning district in which the variance is sought.
- That owing to extraordinary circumstances, literal enforcement of the provisions of this title will result in unnecessary hardship.
- That the extraordinary circumstances were not created by the owner of the property and do not represent a general condition of the district in which the property is located.
- That the variance, if granted, will not substantially or permanently injure any adjacent conforming property.
- That the variance, if granted, will not alter the character of the district in which it is located.
- That the variance, if granted, is the minimum variance and the least modification that will afford the relief sought.
- That the variance will be in harmony with the spirit of this title and will not adversely affect the public health, safety or welfare.

*I hereby acknowledge that I have read this application and state that the information contained herein is accurate to the best of my knowledge and I agree to comply with all Town Ordinances and state laws regulating building construction. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.*

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

|                           |             |           |        |             |
|---------------------------|-------------|-----------|--------|-------------|
| APPLICATION FEE: \$ _____ | CASH        | CH# _____ | CREDIT | MONEY ORDER |
| PERMIT NUMBER: _____      | DATE: _____ |           |        |             |



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**SAMPLE NOTICE OF PUBLIC HEARING**

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

Re: \_\_\_\_\_

Notice is hereby given that the Town of Pinedale Planning and Zoning Commission of Pinedale, Wyoming will hold a public hearing at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, at \_\_\_\_\_, Pinedale, Wyoming 82941.

The purpose of the public hearing is to discuss a \_\_\_\_\_ variance application for \_\_\_\_\_, Pinedale, WY 82941. Please refer to the attached document for the application.

The subject property is located in the \_\_\_\_\_ zone district, which permits a \_\_\_\_\_. The applicant is requesting a variance to \_\_\_\_\_.

The purpose of this public hearing is to allow for public input regarding the variance. All persons interested in the proposed action are invited to appear and express their views.

If you have any questions about this variance application, please contact the Planning and Zoning department or visit Town Hall at 61 Pinedale South Road or call 307-367- 4136. Written statements may be submitted to the Town of Pinedale prior to or at the time of the hearing.

*I hereby acknowledge that I have read this application and state that the information contained herein is accurate to the best of my knowledge and I agree to comply with all Town Ordinances and state laws regulating building construction. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date