

The procedure for a variance is as follows:

1. Fill out the application and supply a plot plan. Make sure you include your lot dimensions, legal description of your property, and explain your need for the variance within your narrative statement. (Be specific.)
2. The application must be accompanied by a \$25.00 filing fee and must be received by _____. Also, your application must be accompanied by a list of every property owner within a 300 feet radius of the proposed site for the variance. The Payette County Assessor's office will *help* you acquire the list with mailing addresses.
3. Once your application has been received by the above date, a public hearing will be scheduled on the Commission's regular meeting date. A notice will be published in the newspaper and letters will be sent out 15 days prior to the hearing. ***You will be billed for the cost of the mailing and the publication in the newspaper for the public hearing.***
4. There may be certain stipulations attached to your variance as deemed necessary by the Commission.

Sincerely,

Leon K. Jensen
City Clerk/Treasurer
Planning and Zoning Administrator