



CITY OF FALCON HEIGHTS PROCEDURE FOR OBTAINING A VARIANCE

1. Property owner inquires about a construction project.
2. Staff provides information on the setbacks and other relevant information from the zoning code.
3. Property owner prepares a site plan with the proposed improvements.
4. Building Official and Planner review the site plan and help the property owner avoid a variance request if there is a reasonable solution without the request. Staff will work with property owners to avoid having variance requests submitted that do not meet the required criteria for granting a variance.
5. If no solution is found, or if the property owner feels that a variance is the only amenable solution to him/her, the property owner submits a written request for a variance, completes the variance application form, submits a site plan and other requested information, and pays a non-refundable \$100.00 application fee.
6. If more than one variance is sought for a project, all may be included in the same request but \$100.00 is due for **each** additional variance being requested.
7. Applications must be complete and paid at least 21 calendar days before the scheduled meeting of the Planning Commission in order for the variance hearing to be placed on the agenda and to allow for the required notifications and publication.
8. A public hearing before the Planning Commission is scheduled, and a legal notice of the hearing is posted and sent to the City's official newspaper.
9. Abutting property owners are notified by the city in writing of the variance request and public hearing, and comments are requested prior to or at the planning commission meeting.
10. The planning commission holds the public hearing, reviews the request and recommends approval or denial using staff information, and the criteria for approving a variance.
11. Under most cases, it is important for the applicant to be present at the planning commission meeting.
12. The city council approves or denies the variance request, considering the staff information, the criteria for approving a variance, and the planning commission's recommendation.
13. If the variance is approved, the applicant or his/her contractor must apply for a building permit and work must commence within one year of the date on which the variance was approved. Otherwise, the variance becomes void.