



Items Needed For Variance

1. Fill out the Planning Commission Variance Application.
2. Create a letter to Planning Commission explaining why you would like to seek your variance, what it is, any necessary information that you think is pertinent to your case, etc.
3. Create a separate document showing the Standards for a Variance. You will need to type each one of the items (a-e) listed below and provide a response to each one. Just a few sentences to show how you are meeting each one of these standards for a Variance. This is where you prove the validity of your case before Planning Commission.
 - a. There are extraordinary and exceptional conditions pertaining to the property or properties.
 - b. These conditions do not generally apply to other properties in the vicinity.
 - c. Because of these conditions, the application of this Ordinance to the particular property or properties would effectively prohibit or unreasonably restrict the utilization of the property or properties.
 - d. The authorization of this variance would not be a substantial detriment to adjacent property or the quality of life for the residents of the County.
 - e. When deliberating a variance request, financial hardships, alone, cannot be considered for the basis of a variance.
4. If your proposed access or road is over property owned by another, you must provide written proof of their consent to the variance request.
5. A plat or sketch of your proposed subdivision of property.
6. All submittals require a Subdivision Variance Request fee in the amount of \$140.00 payable to the County of Lexington.