



Type III Variance Submission Requirements

1 page

All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, and the availability of services.

A. One (1) copy of:

1. Land Use Application Form;
2. Project narrative specifying the nature of the request and how it relates to the Sandy Municipal Code, Section 17.66, Applicable Criterion; and
3. 8-1/2 " X 11" reduction of plan set.

B. Two (2) copies *(additional copies may be requested once the application is deemed complete)*

Not larger than 11" X 17" of all drawings, elevations, site plan, or other related plans or documents required by the City of Sandy. The site plans shall be drawn to scale and show:

1. Relationship of the site to adjoining properties, streets, alleys, structures, public utilities, and drainageways;
2. Lot line dimensions;
3. Existing and proposed structures;
4. Structures on adjacent property(ies) potentially affected by the request;
5. Vehicle and pedestrian access points and accessways;
6. Drainageways and any other prominent features;
7. Location of trees and shrubs over 3 feet in height;
8. Fences and walls;
9. Off-street parking facilities; and
10. Any other information relevant to the proposal.

C. Digital copy in PDF and/or Word format

Please submit a digital copy of your narrative and of all plans.

D. List of affected property owners

Within 500 feet of the boundaries of the subject site and mailing labels for property owners within 500 feet of the site, excluding rights-of-way.

E. Filing Fee per the Fees and Charges Resolution

F. Other submissions that may be required

1. Flood, slope and hazard analysis, if portions of the site have slopes in excess of 15%, floodplains, floodways, wetlands, etc.
2. Traffic impact report.
3. Landscaping plan.
4. Other documents as required by the Development Services Director.