



**CITY OF MYRTLE POINT  
PLANNING DEPARTMENT  
VARIANCE/ADJUSTMENT REQUEST APPLICATION  
424 Fifth Street, Myrtle Point, Oregon 97458  
(541) 572-2626**

**\*Please note one action request per application please!**

Applicant's/Authorized Agent's Name and Address:

Property Owner's Name and Address (if different):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant's/Authorized Agent's Phone:

Property Owner's Phone (if different):

\_\_\_\_\_

\_\_\_\_\_

Describe Need for Variance:

\_\_\_\_\_  
\_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Are there existing buildings? \_\_\_\_\_

Previous actions (include dates) taken on this property (conditional use, variance, zone change, etc.)

\_\_\_\_\_

If this application is approved, when is the anticipated start date for construction? \_\_\_\_\_

Indicate your interest on the property:  Deed Holder  Contract Purchaser  
 Authorized Agent  Optional Purchaser  
(written authorization required)

**PLEASE READ CAREFULLY AND SIGN**

I/we will furnish a site plan showing the dimensions and arrangement of any proposed development, and any other drawings, surveys or materials deemed necessary by the Planning Commission or City Council so that they may fully understand the proposed use and its relationship to surrounding properties.

I/we understand that I must demonstrate, in writing, that the proposed variance meets the circumstances for granting a variance as described in/we the Myrtle Point Zoning Ordinance (listed on reverse side of this application.)

I/we understand that I/we, or my representative, must be present at the Planning Commission or City Council's hearing on the application.

Applicant's (Authorized Agent) Signature: \_\_\_\_\_

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

Property Owner's (if different) Signature: \_\_\_\_\_

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

**\*If more space for signatures is needed, please attach an additional signage page.**

**For Office Use Only**

Required fee: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

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

**City of Myrtle Point Development Code**

**4.7.030 Adjustments**

**B. Adjustment Approval criteria.**

*The City may grant an Adjustment only upon finding that all of the following criteria are met. The burden is on the applicant to demonstrate compliance with the criteria.*

1. *The Adjustment allows for a building plan that is more compatible with adjacent land uses, or it does not create a conflict with adjacent uses. The City decision-making body shall consider whether the proposed Adjustment would create incompatibilities relative land use, access, circulation, future street connectivity, noise, light, glare, odor, emissions, vibration, building design, streetscape appearance and functionality, and similar types of impacts, as applicable.*
2. *Approval of the Adjustment does not create a violation(s) of any other adopted ordinance or code standard, and does not create the need for a Variance;*
3. *An application for an Adjustment is limited to one (1) lot per application;*
4. *Requests for more than one Adjustment on the same lot shall be consolidated on one application and reviewed concurrently by the City;*
5. *Not more than three (3) Adjustments may be approved for one lot or parcel in a continuous 12-month period; and*
6. *All applicable building code requirements and engineering design standards shall be met.*

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**City of Myrtle Point Development Code**

**4.7.040 Variances**

**A. Procedure.** *The Planning Commission through a Type III procedure may approve a Variance upon finding all of the following criteria are met:*

1. *The Variance is necessary because the subject Code provision does not account for special or unique physical circumstances of the subject site, existing development patterns, or adjacent land uses;*
2. *The Variance is the minimum necessary to address the special or unique physical circumstances related to the subject site;*

3. *The need for the Variance is not self-imposed by the applicant or property owner. (For example, the Variance request does not arise as result of a property line adjustment or land division approval previously granted to the applicant);*
4. *The Variance does not conflict with other applicable City policies or other applicable regulations;*
5. *The Variance will result in no foreseeable harm to adjacent property owners or the public; and*
6. *All applicable building code requirements and engineering design standards shall be met.*