

**VARIANCE APPLICATION**  
**City of Scotts Mills**

**Applicant General Information:**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

Marion County Assessor's Map and Tax Lot Number(s): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Block Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Partition Recording Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

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**Check the applicable box below. [Choose only one (1) box.]**

☐ Class A Variance

The following variances are reviewed using a Type I procedure, as governed by Chapter 4.1, using the approval criteria in Subsection B, below:

1. Front yard setbacks. Up to a 10% change to the front yard setback standard in the land use zone.
2. Interior setbacks. Up to a 10% reduction of the dimensional standards for the side and rear yard setbacks required in the base land use zone.
3. Lot coverage. Up to 10% increase of the maximum lot coverage required in the base zone.
4. Landscape area. Up to 10% reduction in landscape area (overall area or interior parking lot landscape area).

☐ Class B Variance **[Check the applicable category below. Check only one (1) box.]**

Due to their discretionary nature, the following types of variances shall be reviewed using a Type III procedure, in accordance with Chapter 4.1:

1. Variance to Minimum Housing Density Standard (Chapter 2) - Based upon physical constraints.
2. Variance to Vehicular Access and Circulation Standards (Chapter 3.1) - Due to area constraints or issues related to properties under separate ownership.
3. Variances to Street Tree Requirements (Chapter 3.2) - Based upon issues related to property lines, vision clearance areas, planting space, replacement landscaping.
4. Variance to Parking Standards (Chapter 3.3).
5. Variance to Maximum or Minimum Yard Setbacks to Reduce Tree Removal or Impacts to Wetlands (Chapter 2 and 3.2).
6. Variances to Transportation Improvement Requirements (Chapter 3.4, Section 1) - Due to physical constraints (topographical or sensitive lands).

☐ Class C Variance

The purpose of this section is to provide standards for variances which exceed the Class A and Class B variance criteria.

*Referenced Development code Chapters/Sections are available upon request.*

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**Submittal Requirements**

Class A – See attached Class A variance supplemental

Class B – See attached Class B variance supplemental

Class C – See attached Class C variance supplemental

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**Fees and Deposits**

Application Type: Variance

Application Fee (this fee is non-refundable):      Class A - \$200 payable to the City of Scotts Mills  
Class B - \$500 payable to the City of Scotts Mills  
Class C - \$750 payable to the City of Scotts Mills

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application accepted by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application determined complete by

\_\_\_\_\_  
Date

Please submit any responses or additional information applicable to the approval criteria.

City of Scotts Mills  
P O Box 220  
Scotts Mills, OR 97375  
Telephone/FAX: 503-873-5435

All land use applicants shall be charged the ACTUAL COST to the City of Scotts Mills of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Scotts Mills staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay a deposit in the amount set by ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event the actual cost does not exceed the deposit, the difference will be refunded the applicant. In the event an applicant chooses to withdraw an application prior to a final decision being made, the actual costs the city has incurred will be deducted from the deposit.

I certify I have read, understand, and agree to the charges outlined above.

\_\_\_\_\_ (applicant)

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We, the following:

Name: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

being the owners of record or contract purchasers of the subject property respectfully petition the Scotts Mills City Council for permission to (describe request you are making):

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The applicant(s) shall certify that:

- The request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- All of the statements in this application and the statements in the plot plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of each owner of the subject property. Print name after signature.

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\_\_\_\_\_  
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