

# CITY OF HERMISTON

## APPLICATION FOR MINOR VARIANCE

157.225 of the Hermiston Code of Ordinances provides for authorization to grant or deny minor variances. The City administration may grant a minor variance to the requirements of the ordinance where it can be shown that owing to special and unusual circumstances, strict application of the ordinance would cause an undue or unnecessary hardship. In granting a minor variance, conditions may be imposed which are necessary to protect the best interest of the surrounding property or vicinity or otherwise achieve the purpose of this ordinance.

One variance may be granted by the city administration after a thorough examination and upon presentation of evidence by the applicant that the variance requested involves one of the three issues listed in the application.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name of Owner (If Different): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Legal Description: Assessor's Map No: \_\_\_\_\_ Tax Lot No: \_\_\_\_\_

Subdivision (If Applicable): \_\_\_\_\_

### **Please Attach a Metes and Bounds Legal Description**

Street Address:

\_\_\_\_\_

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

Variance Requested:

\_\_\_\_\_

Please check those that apply and explain the special and unusual circumstances to justify the request. Attach additional sheets if necessary.

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Deviation from a minimum property development standard by not more than ten percent.

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

☐

Expansion of a conditional or nonconforming use by not more than ten percent of the gross building volume.

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

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Extension or restoration of a nonconforming structure.

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**ADDITIONAL INFORMATION TO BE FURNISHED & ATTACHED TO APPLICATION:**

1. Evidence that applicant is owner or purchaser of the property or has written permission of such owner to make an application for the variance.
2. Two copies of a site plan (11"x17") drawn to scale, showing the location of the property concerned with all proposed or existing building(s), and the location of all highways, streets and alleys.

The above statements are true to the best of my belief and knowledge.

I am the \_\_\_\_ owner/\_\_\_\_ owner's authorized representative. (If authorized representative, please attach letter signed by owner.)

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

\_\_\_\_\_  
Date

PROCEDURE: Upon receipt of the application form and payment of the application fee, the city administration shall have 30 calendar days to determine completeness and request additional information. Upon the determination that an application is complete, the planning department shall notify all property owners within 100 feet of the site, provide a 14-day period for the submission of testimony, and shall render a decision following the closure of the comment period.

The applicant may file an appeal of the planning department's decision within 12 days of the date of the notice of decision. An appeal of the decision shall be made to the City Council as provided for in ORS 197.195(5)

If you have any questions about completing the application or the procedure, please feel free to contact the planning department at the Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838, or telephone (541) 667-5025. The City's fax number is (541) 567-5530.

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**Office Use Only**

Date Filed: \_\_\_\_\_  
Fee: \$475.00

Received By: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

Meeting Date: \_\_\_\_\_  
Receipt No: \_\_\_\_\_