

The following is a summary of procedures leading up to and for filing a request for Variance. The Board of Adjustment meets on an as-needed basis. Upon filing of an application for variance, the members of the Board of Adjustment will be contacted to set a meeting date and time.

If a permit is denied by the Building Inspector/Zoning Administrator for reason of non-compliance with current building/zoning regulations, the applicant will be advised of the regulations which prevent the issuance of the permit. The applicant may appear before the Planning Commission, who may suggest or recommend modifications to the applicant's plans to bring the permit application into compliance. The applicant may also appear before the City Council, who may also suggest or recommend modifications to the plans to meet requirements.

If the applicant chooses not to make recommended changes, or cannot make such changes, the applicant can file a request for Variance with the Board of Adjustment. Variance application contains four separate conditions, all of which must be met before a variance may be granted.

TO REQUEST A VARIANCE:

Applicant will file completed application for variance, stating reasons for the request, answering the conditions on the reverse of the form, with complete property description and plat map
Pay fee of \$250
Board of Adjustment members will be contacted to schedule the meeting

At least 10 days prior to the Board of Adjustment meeting:
Notice will be mailed to Board of Adjustment, Planning Commission, and all other interested parties.
A notice of hearing will be published in the Wahoo Newspaper, *publication cost to be paid by applicant.*

Meeting agenda will be posted at least 24 hours prior to meeting.

Public hearing will be held at the Board of Adjustment meeting.
Applicant and the public present their information to the Board of Adjustment.
Public hearing is closed and the Board of Adjustment votes; a concurring vote of at least four members is required to grant a variance.

A decision of the Board of Adjustment may be appealed to the District Court as provided by Chapter 19, Article 9, Section 19-912 RRS NE.