



## ***ADMINISTRATIVE VARIANCE***

Complete and return the application along with the appropriate fee (\$100) to the City of Russell, in care of the Building, Planning & Zoning Department.

1. Applicant (Owner) \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Name of Agent (if any) \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

2. Name of Architect, Engineer or Contractor (if any) \_\_\_\_\_  
Address \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Present Use of Property: \_\_\_\_\_

4. Present Zoning: \_\_\_\_\_

5. Property Location: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Site plan showing the following:
- a. Property lines and building setbacks of the subject property.
  - b. Size and location of all existing structures and the distance between all existing and proposed structures on the property.
  - c. Such other information as the board of zoning appeals may require to determine if the proposed variance meets the intent and requirements of these regulations.

7. A survey or verification that property and structure dimensions on the site plan are correct.  
\_\_\_\_\_  
\_\_\_\_\_

8. Explanation of the request for a Variance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The Variance requested is in accordance with Zoning Regulations sections:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Narrative statement of how the statutory requirements in K.S.A. 12-759(e) are met:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. The owner hereby declares that all information above is true to the best of his/her knowledge, that all conditions and standards set out in the Zoning Regulations pertaining to this variance have been met or have been proposed to be met, and that, along with this application, sketch maps and the appropriate review and filing fee has been submitted.

Applicant (Owner)

Authorized Agent

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

----- FOR OFFICE USE ONLY -----

Date Filed: \_\_\_\_\_  
Fee Paid (\$100): \_\_\_\_\_  
Received By: \_\_\_\_\_

**City Staff Review** – The undersigned have reviewed this application:

Code Official: \_\_\_\_\_ Date: \_\_\_\_\_

Code official findings on each of the five (5) statutory conditions [K.S.A. 12-759(e)]:

SUPPORTED

UNSUPPORTED

- A. Uniqueness \_\_\_\_\_
- B. Adjacent Property \_\_\_\_\_
- C. Hardship \_\_\_\_\_
- D. Public Interest \_\_\_\_\_
- E. Spirit and Intent \_\_\_\_\_

\*Signature sheet and map of adjoining properties provided by code official.

Applicant obtained signatures of all property owners listed. Yes No