



CITY OF STAR
 P.O. Box 130
 Star, Idaho 83669
 P: 208-286-7247 F: 208-286-7569

VARIANCE APPLICATION

FILE NO.: _____
CROSS REF. FILES: _____

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____ Fax: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Telephone: _____ Fax: _____

Represented By: _____ Phone: _____

(If Different From Above) Fax: _____

Location of Property: _____

List Major Cross Streets _____

Approved Zoning: _____

All applicants are required to submit the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Variance Application	
	Fee	
	Copy of recorded deed.	
	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.	
	Legal description of property (paper and electronic version with engineer's seal)	
	Names and addresses, printed on address labels, of property owners within three hundred feet (300') of the external boundaries of the property being considered as shown on record in the County Assessor's office.	

	Narrative description of the variance requested. In the narrative demonstrate the variance conforms to the following standards: <ul style="list-style-type: none"> • Special conditions and circumstances exist which are peculiar to the land, structure or building involved; • Literal interpretation of the provision would deprive the applicant of rights commonly enjoyed by other properties in the same district; • Special conditions or circumstances do not result from the actions of the applicant; and • Granting the variance will not provide any special privilege that is denied to other lands, structures or buildings in the same district. 	
	One (1) 8 ½" X 11" vicinity map showing the location of subject property	
	One 11" X 17" copy of site plan	
	Written verification of neighborhood meeting, including copy of letter mailed to property owners within 300 feet, copy of mailing list, and copy of attendance roster. (Refer to City Code Title 7 Chapter 4 for requirements)	
	Electronic version of the site plan and vicinity map in PDF format submitted on a disk with the files named with project name and plan type. We encourage you to also submit at least one color version for presentation purposes.	

FEE REQUIREMENT:

*** I have read and understand the above requirements. Fees will be collected at the time of filing an application for a land use planning action within the City limits. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architects, engineers, or other professionals necessary to enable the City to expedite this application. I will be billed on a monthly basis and will remit payment within 30 days.*

_____ Date _____
 Applicant / Representative Signature

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

(For office use only)

Date Application Received: _____ Date Application Accepted as Complete: _____ Fee Due: \$500.00 Fee Paid: _____ Processing Clerk Initials: _____
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POSTING REQUIREMENTS OF THE CITY OF STAR
STAR CITY CODE 8-2-8 D

Posted Notice: Except as noted within this paragraph, any time notice is required, the land being considered shall be posted not less than ten (10) days prior to the Public Hearing. Except as noticed herein, posting of the property must be in substantial compliance with the following requirements:

1. Signage Requirements:

a. The sign(s) shall consist of 4'x4' plywood or other hard surface mounted on two (2) 4'x4' posts in such manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three (3) feet above the ground.

b. Centered at the top of the 4'x4' sign board(s), in six-inch (6") letters, shall be the words "Public Notice." In addition, each sign will inform the public of the name of each applicant, and if applicable, the proposed development, the date, time, place, and nature of the public hearing and a summary of the proposal to be considered. Each sign shall be painted white and the letters shall be painted black and shall appear on both sides. An example of this sign is listed below:

PUBLIC HEARING NOTICE
Star City Council
THE CITY OF STAR will hold a public hearing on _____, 200__, At the Star City Hall, 10769 W. State Street, Star, ID.
PURPOSE: Annexation and Zoning - You-Name-It Subdivision - Zoning R-4, Subdivision Preliminary Plat, 7.66 acres, 29 lots, single family dwelling, 1 lot open space/drainage w/landscaped entryway.
LOCATION: SW Corner of Second St. and State St.
APPLICATION BY: Average citizen, USA, Inc.

2. The sign(s) shall be posted on the land being considered along each roadway that is adjacent to it. The signs shall be located on the property outside of the public right of way, if they can be so located and remain clearly visible from the roadway; otherwise, the consent of the owner of the right-of-way must be obtained and the sign(s) located therein. Except as noted herein, if the land being considered consists of more than one parcel of record, a sign must be located upon each parcel. In the event that the land being considered includes properties with 500-foot or more road frontage, a sign shall be placed on each end of the property roadway frontage. If this property includes a corner lot, three signs shall be posted, one on the corner and one on each end of the property roadway frontages.

3. The applicant shall submit a certification to the City Clerk no later than seven (7) days prior to the hearing as to what, where, and when sign(s) were posted. Unless the certification is received by such date, the hearing will be canceled.

4. No later than three (3) days after the noticed hearing and any continuation thereof, sign(s) must be removed. A penalty of twenty-five (\$25.00) per day shall be imposed against each applicant for late removal of the signs.

City of Star
Certification of posting

I, _____, applicant or representative for the applicant of file # _____, commonly referred to as _____ which requires a public hearing, have posted the subject property with a public hearing notice sign as required by Star City Code 8-2-8 D on _____ (date of posting – must be no less than 10 days prior to the hearing). I am further herewith notified that I must revoke the sign within three (3) days after the hearing or any continuation thereof. I understand that failure to remove the sign within the three (3) days shall result in a penalty of twenty-five (\$25.00) per day.

_____ dated _____
Applicant or Representative Signature

Note: This certification must be submitted to Star Planning Department no later than seven (7) days prior to the public hearing. Please attach photos of the posted signs to this certification.

