



**The following items may be required to be submitted for the application to be considered complete:**

- Required application fees.
- Written description of the requested variance's nature, including an explanation to the following section of the Sun Valley Municipal Code, 9-5B-8, items 1-5:
  1. The subject property is deprived, by provision of the title, of rights and privileges enjoyed legally by other properties in the vicinity and under the applicable zoning district because of the unique size, shape, topography or location of the subject property (a finding of undue hardship).
  2. The need for the variance is not the result of actions of the applicant or property owner.
  3. The variance will not unreasonably diminish either the health, safety, or welfare of the community neighborhood.
  4. The variance is the only reasonable alternative to overcome the undue hardship.
  5. The variance is the minimum relief necessary to allow reasonable use of the subject property.
- Stamped and address envelopes of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered along with a paper copy of the same.
- Proof of interest in subject property.
- Other information and/or materials as requested by the Community Development Department.

**Required Variance Findings:**

1. The subject property is deprived, by provision of the title, of rights and privileges enjoyed legally by other properties in the vicinity and under the applicable zoning district because of the unique size, shape, topography or location of the subject property (a finding of undue hardship).
2. The need for the variance is not the result of actions of the applicant or property owner.
3. The variance will not unreasonably diminish either the health, safety, or welfare of the community neighborhood.
4. The variance is the only reasonable alternative to overcome the undue hardship.
5. The variance is the minimum relief necessary to allow reasonable use of the subject property. (Ord 382, 10-25-2006)