

USAGE VARIANCE REQUEST

Permit No. _____

INSTRUCTIONS: Return the following to Ogden City Hall:

- ☐ Completed Application
- ☐ Property map with diagram and description of intended project
- ☐ Required Utility Signatures
- ☐ Payment of \$25.00 for Legal Notice of Public Hearing
- ☐ Signatures of surrounding property owners.

APPLICANT INFORMATION

Name: _____ Date: _____

Address: _____ Phone: _____

LOCATION OF VARIANCE REQUEST:

Address: _____

Lot(s): _____ Block: _____ Addition: _____

Current or Last Use: _____

Requested Use: _____

Structural Changes: ☐ Yes (Requires Building Permit as Applicable)
☐ No (No Permit Required)

BUSINESS NAME FOR REQUESTED VARIANCE: _____

VARIANCE DESCRIPTION:

BUSINESS DAYS AND HOURS OF OPERATION: _____

AVAILABLE PARKING LOCATION(S):

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HOW IS THE PROPOSED VARIANCE COMPATIBLE WITH THE PROPERTY AND THE SURROUNDING PROPERTIES?

EXPLAIN WHY THE PROPOSED VARIANCE WILL NOT THREATEN NEIGHBORHOOD INTEGRITY, OR HAVE A SUBSTANTIALLY ADVERSE EFFECT ON THE USE OR VALUE OF THE SURROUNDING PROPERTIES OWNERS:

AUTHORIZATION FROM PROPERTY OWNERS WITHIN 300 FEET OF THE EXTERIOR LIMITS OF THE PROPERTY:

Property Owner Name	Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**By Signing you agree with the use and intended purpose of the requested variance.*

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SPECIAL CONDITIONS REQUESTED BY CITY COUNCIL:

APPLICANT SIGNATURE

I agree to complete all requirements listed and to meet any special conditions as required by City Council.

Applicant Signature: _____ Date: _____

REQUIRED UTILITY SIGNATURES

Ogden Municipal Utilities

Black Hills, Inc.

Ogden Telephone Company

City Sewer/Street Department

NOTE: Applicant is required to attend the Public Hearing during the regular monthly City Council Meeting or the request will not be considered. All requests must be accompanied by a completed application, fee and any other supporting materials. Deadline submittal is 28 days before the upcoming Council Meeting to allow for Public Hearing Notice publication, in accordance with the City of Ogden Code of Ordinances. Late or incomplete submittals will not be accepted.

OFFICE USE ONLY

I do hereby certify that the above Usage Variance ☐ Granted ☐ Denied

Request was:

at the: _____ Ogden City Council meeting.

Month Day Year

Approved by: _____
City Clerk Date

Total Fees Due: _____ Date Paid: _____ Receipt Number: _____