



Planning & Zoning Department

Staff Level Variance Checklist

Nonrefundable Fee: **\$75.00**

Staff Use Only

Project Name: _____ File Number: _____

Date Received: _____ Code Referenced: _____

10-24-2.B: Limited Variance Approval Authority Granted to the Planning and Zoning Department: The Planning Director or his/her designee shall have approval authority for the following items:

10-24-2.B.1: In RS and RD zones, side and rear yard setbacks may be reduced to three feet (3') for accessory structures where hardships exist, including: topographical challenges, lot size, or confined buildable area. If a variance is granted, the structure shall be restricted within the reduced setback to a height of twelve feet (12').

10-24-2.B.2: Fence heights up to eight feet (8') where topographical challenges exist.

Please provide the following required documentation to complete the application. Applications should be submitted via email to pzall@cityofnampa.us

✓	Description
	Date of Pre-App Meeting/Discussion (expires in 6 months): ____/____/____ Attach Planning notes provided by a City Planner during this meeting/discussion.
	A recorded warranty deed for the property OR Proof of Option OR Earnest Money Agreement (must contain a legible legal description of the property or a separate legal description will be required).
	Signed & Notarized Affidavit of Legal Interest. Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
	Site plan showing the vicinity and area involved in the request for the variance.
	Photographs of the area involved in the request for the variance, showing the topographical challenge.
	Narrative fully describing the practical difficulty or unnecessary hardship which would result from a literal interpretation and enforcement of the specific regulation for which the variance is being sought.
	Associated fees
	Master Application form
	Variance Checklist (this document)

Nampa City Codes from Title 10 to be referenced for this application: _____

NOTICE TO APPLICANT

This application will be reviewed by the Planning Director or his/her designee. A letter of approval or denial will be issued following review. It is at the Directors discretion to request additional information.



City of Nampa

PLANNING and ZONING DEPARTMENT
500 12th Ave S. NAMPA, IDAHO 83651

OFFICE (208) 468-4430

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
:SS
COUNTY OF _____)

- A. I, _____ (Owner's name), whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.
- B. I grant my permission to _____ (representative/applicant's name), whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.
- C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, _____.

Owner's
Signature

SUBSCRIBED AND SWORN to before me the _____ day of _____, _____.

Notary Public for Idaho
Commission Expires: _____



Planning & Zoning Department

Master Application

Staff Use Only

Project Name: _____

File Number: _____

Related Applications: _____

Type of Application

- | | |
|--|--|
| ☐ Accessory Structure | ☐ Legal Nonconforming Use |
| ☐ Annexation/Pre-Annexation
(This will include a zone designation) | ☐ Planned Unit Development/MPC |
| ☐ Appeal | ☐ Subdivision |
| ☐ Design Review | ☐ Short |
| ☐ Comprehensive Plan Amendment | ☐ Preliminary |
| ☐ Conditional Use Permit | ☐ Final |
| ☐ Multi-Family Housing | ☐ Condo |
| ☐ Development Agreement | ☐ Temporary Use Permit |
| ☐ Modification | ☐ Fireworks Stand |
| ☐ Home Occupation | ☐ Vacation |
| ☐ Daycare (# of children _____) | ☐ Variance |
| ☐ Kennel License | ☐ Staff Level |
| ☐ Commercial | ☐ Zoning Map/Ordinance Amendment (Rezone)
(Not needed for an annexation) |
| ☐ Mobile Home Park | ☐ Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant name: _____ Phone: _____

Applicant address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: ☐ Own ☐ Rent ☐ Other: _____

Owner name: _____ Phone: _____

Owner address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor name (e.g., engineer, planner, architect): _____

Firm name: _____ Phone: _____

Contractor address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Project/Subdivision name: _____

Description of proposed project/request: _____

Proposed zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Total common area		
Internal roadways	Provide acres only	
Frontage ROW to be dedicated	Provide acres only, if applicable	
Total		

Development Project Information (if applicable)

Minimum residential lot size (s.f.): _____ Maximum residential lot size (s.f.): _____

Gross density: _____ (# of lots divided by gross plat/parcel area)

Subdivision qualified open space: _____ % of gross area _____ acres

Type of dwelling proposed: ☐ Single-family detached ☐ Single-family attached (townhouse)☐ Duplex ☐ Multi-family ☐ Condo ☐ Other: _____**Commercial / Industrial / Multi-Family Project Information (if applicable)**

Min. sq. feet of structure: _____ Max building height: _____ Gross floor area: _____

Proposed number of residential (multi-family) units: _____

Total number of parking spaces provided : _____

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____