



# CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711  
ci.manzanita.or.us

## VARIANCE REQUEST

Date:     /     /

File #:

Pre-App. File #:

**PRE-APPLICATION CONFERENCE REQUIRED PRIOR TO SUBMITTING APPLICATION**

**Once submitted, application materials and applicant information become public record.**

### APPLICANT INFORMATION:

Project Contact Name:		Company:	
Mailing Address:			Zip:
Phone(s):		Email:	
City Limits:	Urban Growth:	Yes	No

### SITE INFORMATION:

Site Address:	
Map & Tax Lot(s):	Zone:

### BRIEF DESCRIPTION:

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### Variance- \$1,200 + 5% Tech Fee

1. Completed Request Form (An invoice with payment instructions will be emailed once all required documents have been received)
2. Email a PDF Copy of all documents to [building@ci.manzanita.or.us](mailto:building@ci.manzanita.or.us). Provide Three (3) paper copies of all submittal documents. Drawings must be to scale.
3. Narrative: A detailed description of your proposal (**See Manzanita Zoning Ordinance 95-4, Section 8.020**). Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.
4. For Non-Conforming uses, **see Section 7.020 Enlargement or Expansion of a Non-Conforming Use & Section 7.060 Public Hearing Required**, for additional information.