

## **VARIANCE APPLICATION PROCESS**

- The Applicant submits a completed application, on the forms provided, to the Nez Perce County Planning and Building Services and pays a \$125.00 non-refundable fee.

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Planning and Building Services sets the public hearing date for the application. Completed applications must be submitted 28 days prior to the public hearing date. The Nez Perce County Planning and Zoning Commission meets on the third Tuesday of each month. You will be notified of the hearing date when you submit your application.
- Planning and Building Services notifies all residents, by mail, within 1000 feet of the site location in the County and within 300 feet within the Area of City Impact. This notifies them of the nature of your request, the date of public hearing, and solicits comments from them.
- Planning and Building Services solicits comments from public agencies so a recommendation can be made.
- After all comments have been received, Planning and Building Services prepares a staff report to present to the Planning and Zoning Commission. The Applicant will receive a copy of this report 5-7 days prior to the scheduled hearing.
- The Planning and Zoning Commission holds a public hearing on the request. The Applicant is invited to speak as well as others who wish to provide testimony, whether in favor of or in opposition to the request. **IT IS STRONGLY RECOMMENDED THAT THE APPLICANT BE IN ATTENDANCE AT THIS MEETING.**
- The Planning and Zoning Commission will make a decision.
- The following month the Planning and Zoning Commission adopts the Findings of Fact, Conclusions of Law and Decision regarding the Application. After adoption, the final decision is recorded at the Nez Perce County Auditors Office.
- The process will take between 60 to 90 days to complete.