



Planning and Zoning Department
 800 4th Avenue E., Suite 1
 West Fargo, ND 58078
 Office: 701.515.5370
 Email: planning@westfargond.gov

WestFargoND.gov

APPLICATION FOR VARIANCE

Note: Prior to submitting application, please contact the City of West Fargo Department of Planning & Zoning to discuss your application.

Applications for variance are reviewed in accordance with §4-460 of the City Ordinances. The concurring vote of four (4) out of five (5) members of the Board of Adjustment shall be necessary for approval of a variance.

Application Submittal Checklist – The following items must accompany this form for your application to be considered complete:
<input type="checkbox"/> Application fee - \$200
<input type="checkbox"/> Site plan

Property Owner Information
Name (printed): _____
Address: _____
Primary Phone: _____
Alternative Phone: _____
Email: _____
(Attach separate sheet if multiple owners)

Representative Information (Point of Contact)
<input type="checkbox"/> Same as Property Owner
Name (printed): _____
Company: _____
Address: _____
Primary Phone: _____
Alternative Phone: _____
Email: _____

Subject Property Information
Zoning District: _____ Proposed Use: _____
Address: _____
Legal Description (attach separate sheet if needed): _____

Variance Request Information
From what standard are you seeking a variance? (E.g., rear setback, lot coverage, building height): _____

Please describe the difference between the standard and your proposal (E.g., the standard is 10 feet and I am proposing 7 feet): _____

Please briefly describe the reason for your request: _____



Planning and Zoning Department
800 4th Avenue E., Suite 1
West Fargo, ND 58078
Office: 701.515.5370
Email: planning@westfargond.gov

WestFargoND.gov

Requirements for Variance – Please explain how your request meets the following criteria for variance approval.

(Attach separate sheet if needed)

1) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district:

Three horizontal lines for handwritten response to question 1.

2) That literal interpretation of the provisions of the zoning ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the zoning ordinance:

Three horizontal lines for handwritten response to question 2.

3) That the special conditions and circumstances do not result from the actions of the applicant:

Three horizontal lines for handwritten response to question 3.

4) That granting the variance requested will not confer on the applicant any special privilege that is denied by the zoning ordinance to other lands, structures, or buildings in the same district:

Three horizontal lines for handwritten response to question 4.

Acknowledgement – We hereby acknowledge that we have familiarized ourselves with the rules and regulations to the preparation of this submittal and that the foregoing information is true and complete to the best of our knowledge and that correspondence regarding this application will be submitted to the application representative named above.

Owner Signature
(Attach separate sheet for multiple owners)

Representative Signature

For City Use Only

Date filed:

Case Number:

Payment Information: