

# APPENDIX R

## PROCEDURE FOR FILING VARIANCE

1. The owner or his/her agent petitions for a variance.
2. **The owner or the petitioner must stake out the location of the new building before the hearing date and notify the Zoning Administrator at 472-4585 when this has been done. The Zoning Administrator will then measure and take pictures of the site.**
3. The Spink County Planning and Zoning commission must hold a public hearing on the variance request. The Spink County Planning and Zoning Administrator gives notice in the newspaper once ten (10) days prior to the Planning and Zoning Hearing.
4. At least seven (7) days prior to the Public Hearing, the Spink County Zoning Administrator will notify all abutting landowners by certified mail that a hearing will take place.
5. The Spink County Zoning Administrator will notify all necessary city/township officials by certified mail that a hearing will take place.
6. A Spink County Planning and Zoning Commission hearing will be held.
7. Fees may be assessed if the applicant fails to appear for hearing and decision is tabled to an additional meeting.
8. Notice is sent, by the Zoning Administrator, to the landowner or his/her agent requesting the hearing to inform him/her of the boards' decision.

*Paperwork is due in the office by \_\_\_\_\_*  
*(This is to insure that #3 on the above list can be fulfilled)*

*Next P&Z Meeting Date: \_\_\_\_\_ Hearing Time: \_\_\_\_\_*

*Location of meeting: \_\_\_\_\_*