

# City of Gothenburg Variance Process

Variance #: \_\_\_\_\_ VARI

Name: \_\_\_\_\_

**WEB SITE INFO.**

Address: \_\_\_\_\_

**Applicant**

Obtain Application from Front Office. Return completed form to Building & Facilities Director and City Clerk. Fee established on City fee schedule set by Council and changed from time to time.

**Note: The process can be stopped at any point. Fees are not refundable.**

**Building & Facilities Director  
Clerk**

City Clerk contacts Board of Adjustment Chairman to set a hearing date (10 day notice requirement).

**Publishes notice  
of hearing  
in The Leader**

Time allows citizens to voice concerns, comments or questions.

**Board of  
Adjustment**

Reviews application and determines if request meets statutory criteria.

**Approved**

**Denied**

**Board of Adjustment decision is final. They do not recommend to the City**