



Variance or Property Vacate Request Checklist

(Updated 3-2025)

- Applicants will need to complete Notice of Hearing on Application for Variance or to Vacate Property.
- Applicants will need to provide a copy of the completed Notice of Hearing on Application for Variance or to Vacate Property to the City Office. A Fee of one hundred dollars (\$100) is required at the time of submitting the Notice of Hearing on Application for Variance or to Vacate Property. The Clerk will submit Notice of Hearing on Application for Variance or to Vacate Property for publication, 30 days prior to the hearing date.
- Applicants will need to make copies of the Notice of Hearing on Application for Variance or to Vacate Property, to be mailed to real property owners within 300 feet of the external boundaries of the subject property. The Notice of Hearing on Application for Variance or to Vacate Property must be sent to property owners 30 days prior to the hearing date.
- Applicants will need to obtain property owner list and addresses from Cassia County Assessor's Office.
- Applicants will need to post Notice of Hearing on Application for Variance or to Vacate Property on the premises, at least one week prior to the Variance or Vacation Hearing date.
- Applicants will need to provide affidavits for mailing and posting to the Clerk's Office at least two days prior to the Variance or Vacation Hearing date.

If you have questions, please feel free to call the Clerk's Office during normal business hours [Mon. – Thurs. 7:30am to 5:30pm], by phone at 208-647-4644 Option 1, or by email info@albionidaho.gov .



For Office Use

Date Received _____

Date Fee Paid _____

Employee Initials _____

Request for Variance or to Vacate Property Application

APP No. _____ - _____

1. Applicant(s) **Please Print or Type*

Name(s) _____

Address _____

City _____ State _____ Zip _____

Contact Information- Phone _____ Email _____

2. Owner (if different from applicants)

Name(s) _____

Address _____

City _____ State _____ Zip _____

3. Subject Property Information

Street Address _____

Legal Description (or attach a legal description)

4. Nature of Variance or Property Vacation:

Describe the nature of the Variance or Vacation being requested and the provisions of the Zoning Ordinance affected:

Provide a written narrative statement regarding the following provisions of Albion City Code

Section 5-1-12-2:

- A. That the granting of the variance or vacation will not be in conflict with the intent of the City's Comprehensive Plan and will not affect a change in zoning.

- B. That because of exceptional or extraordinary circumstances or conditions applicable to the subject property, or the intended use thereof, which do not apply generally to the property or class of use in the district, a denial of the relief sought will result in:
 - a. Undue loss in value of the property;
 - b. Inability to preserve property rights of the property owner; and
 - c. The prevention of reasonable enjoyment of any property right of owner.

- C. The granting of the relief will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements of other property owners, or the quiet enjoyment of such property improvements.

5. Provide a Site Plan of the property with all existing structures, easements, and roadways being shown.

6. Submit \$100.00 fee.

The foregoing and attached information in this Application for a Variance in the City of Albion, Idaho, is true and accurate to the best of my knowledge and belief.

Dated this _____ day of _____, 20 ____.

Applicant(s) Signature(s)