



Gladstone planning services are provided by 3J Consulting. Submit all land use applications and correspondence to: City of Gladstone Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027
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VARIANCE INFORMATION SHEET

WHAT IS A VARIANCE?

The Gladstone Municipal Code (GMC) allows variances from standards of Title 17 under certain conditions. Standards may be modified when strict compliance would cause an undue or unnecessary hardship.

WHAT IS NEEDED FOR APPROVAL?

All variances are discretionary and may be permitted after evaluation according to criteria in the GMC. The city must make written findings to support the decision. The applicant is responsible for providing evidence to support a variance request, according to Chapter 17.72 of the GMC.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information requested in the application form should be as thorough as possible.

APPLICATION PROCESS

Variance permits are subject to the quasi-judicial process and public notice. Public comments received from property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to an approval. All variance applications are reviewed at a public hearing before the Gladstone Planning Commission. The Planning Commission's decision may be appealed to the City Council, where an additional public hearing will be held. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals.

HOW DO I MAKE A VARIANCE APPLICATION?

- Complete a City of Gladstone Land Use Application and Variance Supplemental Application.
- Provide a plot plan drawn to scale on 8 ½" x 11" or 8 ½" x 14" paper showing the property and your proposal, including buildings, driveways, setbacks, etc.
- Submit the application form, plot plan, and application fee of \$1,120 to the City of Gladstone.
- Although not required, it is strongly suggested that you attend the Planning Commission and, if applicable, the City Council hearings to speak on behalf of your proposal.

Why is the granting of the variance necessary for the preservation of a property right of the applicant that is substantially the same as owners of other property in the same zoning district or vicinity possess?

Why will the variance not be materially detrimental to the purposes of Title 17 of the GMC or to property in the same zoning district or vicinity, or conflict with the Comprehensive Plan?

Explain why the variance requested is the minimum variance that would alleviate the hardship:

Is the request for a variance the result of an illegal act? _____

If so, please describe: _____

(Use additional sheets to answer questions if necessary)