



BOARD OF ADJUSTMENT GUIDELINES

Basis for Granting Variances

A variance can only be granted when the strict application of the zoning regulations of Chapter 400 of the Glendale Municipal Code would result in peculiar and exceptional practical difficulties or exceptional and undue hardship upon the owner of such property by reason of at least one of the following:

- a. exceptional narrowness, shallowness or shape of a specific piece of property that existed as of April 24, 1963; or
- b. exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property, which condition is not generally prevalent in the neighborhood.

For details of the Board's authority to grant a variance, see Sections 400.910-400.970 of the Glendale Code. Please note that the desire to use certain space, whether interior or exterior, in a particular manner is not a basis for the Board to grant a variance.

Explanation for Applicant's Appeal

Your application to the Board of Adjustment should include an explanation of the basis for the appeal. In order to qualify for a variance, you must provide information as to why the variance request fits within at least one of the reasons under the section above.

Submittal Requirements

The Board of Adjustment meeting is the first Wednesday of every month at 6:00 p.m. The following must be submitted as part of your application:

- 1.) The reason(s) for the variance under the Board's authority (see above).
- 2.) Scaled drawings to include an existing survey, site plan and any other construction drawings.
- 3.) Photographs of both the owner's property and the adjacent property or properties relevant to the property line and setback requirements in question. Photographs should include existing structures and other existing site improvements relevant to the property line.

Submit online through the permit portal at
www.mgoconnect.org/cp.