

APPENDIX 2

VARIANCE PROCEDURE

1. Minor Variance – A minor variance is generally a deviation to the Public Facilities Manual (PFM) Policy. Minor variances shall be described and justified in the submittal letter. Minor variances are addressed in the course of the Standard Review Process.
2. Major Variance – A major variance is generally a deviation from criteria or City Council adopted policy. Major variances shall be obtained prior to construction plan submittal. A major variance request must conform to the following procedures:
 - a. Requests should be submitted in writing to the Assistant City Engineer who will ensure coordination with the appropriate department.
 - b. Submittal letter shall describe the variance in detail and contain all justifications (unique circumstances) for the variance.
 - c. Request must include all plans, calculations, topography, etc., necessary to support the variance within the context of existing the developed conditions.
3. Variances from City Code can only be granted by City Council.

Variance shall not be deemed approved unless written approval is received from this department.