

MINOR VARIANCE PERMISSION LETTER

(If you have any questions regarding how to complete this letter, please call the Community Development & Research Department at 234-6184. Thank you.)

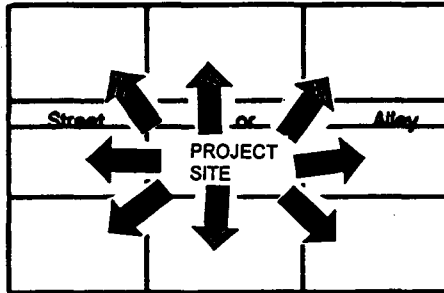
TO THE CITY OF POCATELLO:

As a property owner adjacent to _____'s property at
(your name)
_____, my signature below indicates that I have no objection
(your address)
to the construction of a _____
(describe request or project)

as shown on the attached site plan.

Further explanation (optional): _____

Each property owner adjacent your property, where their property line touches your property line (public right of way, street or alley, does not constitute separation from a property owner), must sign this release. See diagram below for clarification.



OWNER'S SIGNATURE

ADDRESS OF PROPERTY

DATE

CREATING MAILING LABELS

Mailing labels to notify surrounding property owners are a legal requirement of several application processes. They are to be submitted to the city on self adhesive labels in the appropriate quantity and with the appropriate fees. The generation of mailing labels is the responsibility of the applicant. They should be created in the following manner:

1. Determine the required area of property owners to be notified. The required area or range is indicated on the application form you are using or see below.

Variance, Minor Variance, and Sign Exception:

Each property owner adjacent your property, where their property line touches your property line (public right of way, street or alley, does not constitute separation from a property owner). See Diagram A below for clarification.

Conditional Use Permit:

300' radius - See Diagram B

Planned Unit Development Permit:

300' radius - See Diagram B

Off-Premise Sign Permit:

200' radius - See Diagram B

Rezoning & Open Space Factor Change:

300' radius - See Diagram B

Annexation/de-annexation:

300' radius - See Diagram B

Vacation (right-of-way, easement, plat):

300' radius - See Diagram B

2. You may hire a company, such as a title company, to do the research or you can do it yourself.
3. If you choose to create the mailing labels yourself you may accomplish this task by visiting the county assessor's office.
 - a. Take a pencil/pen and pad with you to the assessor's office to record the property owner information.
 - b. The staff at the county assessor's will assist you as time permits, but they are not there to do this research for you.
 - c. Make sure you have this sheet with you or your application form if the assessor's office has questions.
4. Type the property owners' names and addresses on self adhesivemailing labels. If a person owns more than one property in the required area, only one label is necessary.
5. Complete a mailing list affidavit to submit with the application and mailing labels.

DIAGRAM A

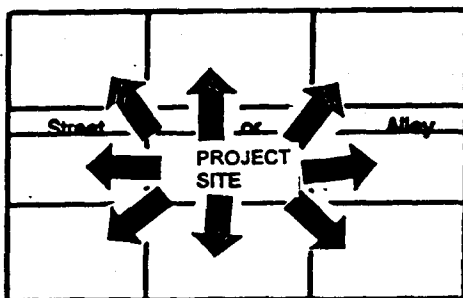


DIAGRAM B

