

FORM V: SUBDIVISION VARIANCES & VACATIONS

☐ **BULK LAND VARIANCE (DRB04)** (PUBLIC HEARING CASE)  
☐ Application for Minor Plat on FORM S-3, including those submittal requirements. **10 copies**  
☐ Letter briefly describing and explaining: the request, compliance with the Development Process Manual, and all improvements to be waived.  
☐ Notice on the proposed Plat that there are conditions to subsequent subdivision (refer to DPM)  
☐ Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts  
☐ Sign Posting Agreement  
☐ Fee (see schedule)  
☐ List any original and/or related file numbers on the cover application  
**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

☐ **VACATION OF PUBLIC EASEMENT (DRB27)**  
☐ List number of easements to be vacated \_\_\_\_\_

☐ **VACATION OF PUBLIC RIGHT-OF-WAY (DRB28)**  
☐ The complete document which created the public easement (folded to fit into an 8.5" by 14" pocket) **10 copies.**  
(Not required for City owned public right-of-way.)  
☐ Drawing showing the easement or right-of-way to be vacated, etc. (not to exceed 8.5" by 11") **10 copies**  
☐ Zone Atlas map with the entire property(ies) clearly outlined  
☐ Letter briefly describing, explaining, and justifying the request  
☐ Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts  
☐ Sign Posting Agreement  
☐ Fee (see schedule)  
☐ List any original and/or related file numbers on the cover application  
Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.  
**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

☐ **SEWALK VARIANCE (DRB20)**

☐ **SEWALK WAIVER (DRB21)**  
☐ Scale drawing showing the proposed variance or waiver (not to exceed 8.5" by 14") **6 copies**  
☐ Zone Atlas map with the entire property(ies) clearly outlined  
☐ Letter briefly describing, explaining, and justifying the variance or waiver  
☐ List any original and/or related file numbers on the cover application  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

☐ **SUBDIVISION DESIGN VARIANCE FROM MINIMUM DPM STANDARDS (DRB25)**  
☐ Scale drawing showing the location of the proposed variance or waiver (not to exceed 8.5" by 14") **10 copies**  
☐ Zone Atlas map with the entire property(ies) clearly outlined  
☐ Letter briefly describing, explaining, and justifying the variance  
☐ Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts  
☐ Sign Posting Agreement  
☐ Fee (see schedule)  
☐ List any original and/or related file numbers on the cover application  
**DRB meetings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

☐ **TEMPORARY DEFERRAL OF SEWALK CONSTRUCTION (DRB19)**

☐ **EXTENSION OF THE SIA FOR TEMPORARY DEFERRAL OF SEWALK CONSTRUCTION (DRB07)**  
☐ Drawing showing the sidewalks subject to the proposed deferral or extension (not to exceed 8.5" by 14") **6 copies**  
☐ Zone Atlas map with the entire property(ies) clearly outlined  
☐ Letter briefly describing, explaining, and justifying the deferral or extension  
☐ List any original and/or related file numbers on the cover application  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

☐ **VACATION OF PRIVATE EASEMENT (DRB26)**  
☐ List number of easements to be vacated \_\_\_\_\_

☐ **VACATION OF RECORDED PLAT (DRB29)**  
☐ The complete document which created the private easement/recorded plat (not to exceed 8.5" by 14") **6 copies**  
☐ Scale drawing showing the easement to be vacated (8.5" by 11") **6 copies**  
☐ Zone Atlas map with the entire property(ies) clearly outlined  
☐ Letter/documents briefly describing, explaining, and justifying the vacation **6 copies**  
☐ Letter of authorization from the grantors and the beneficiaries (private easement only)  
☐ Fee (see schedule)  
☐ List any original and/or related file numbers on the cover application  
Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

\_\_\_\_\_  
Applicant name (print)  
\_\_\_\_\_  
Applicant signature / date



Form revised **January 2018**

☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed

Application case numbers

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\_\_\_\_\_  
Planner signature / date  
Project #: