

**CITY OF CENTER CITY  
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**Process for Variance**

**This process is followed when the proposed use of the parcel varies from current zoning regulations established for the zoning of the parcel under the City's Zoning Regulations.**

**City of Center City Zoning Regulations**

1. Appeals for variances from the terms and regulations of this ordinance or from any order, requirement, decision or determination made by the Zoning Administrator or Planning Commission.
2. Appeals for variances are made with the Planning Commission and ultimately approved by the City Council.
3. An application form must be completed.
4. The application must have
  - Timely filing
  - Plans, drawings, details or photos showing the land area and the nature of the circumstances surrounding the appeal
5. Fee is required. Current fee is \$100.00
6. The Planning Commission must conduct a **Public Hearing** on the application.
  - Public Hearing must be advertised at least 10 days prior to the Public Hearing
  - Property Owners with 350' of property notified in writing, mailed 10 days prior to the Public Hearing
7. The Planning Commission then renders decision in writing to City Council
  - Report to include recommendations and conditions imposed upon the permit
  - Conclusions of the Planning Commission with respect to the comprehensive plan
  - Compatibility of the proposed use, findings of the Planning Commission with respect to Public Hearing
  - Vote of the Planning Commission indicated on written decision.
  - If granted, permit stays in effect so long as each and every condition placed upon such permit is observed. City can also amend official controls to change the status of any such permit.

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