

B. **ZONING ADMINISTRATOR ACTION.** The Administrator shall review the application and determine if the application is complete. If the application is not complete, the Administrator shall notify the applicant of the deficiencies. When a completed application has been received, the administrator shall present the application to the Planning and Zoning Commission within forty-five (45) days after the completed application is reviewed by the Administrator.

C. **PLANNING AND ZONING COMMISSION ACTION.** The Planning and Zoning Commission shall review the application at a regular meeting within forty-five (45) days from its receipt of the completed application. Within forty-five (45) days after its review, the Commission shall make recommendations to the Board of County Commissioners that the Board grant the variance, grant the variance subject to conditions or modifications, or deny the variance. In making its recommendations the Commission shall consider the variance standards set forth in this chapter.

D. **BOARD OF COUNTY COMMISSIONER ACTION.** The Board of County Commissioners shall consider the application at a regularly scheduled meeting of the Board within forty-five (45) days after the recommendations of the Planning and Zoning Commission have been received. The Board may grant the variance, grant the variance subject to conditions or modifications, or deny the variance. The Board shall consider the variance standards set forth in this chapter in making its decision.

E. **STANDARDS.** In addition to the findings prescribed in Chapter II, Section 7, page 9, related to the preliminary plat, a recommendation by the Planning and Zoning Commission that a variance be approved, and an action by the Board granting the variance shall be based on the following:

1. The granting of the variance will not be detrimental to the public health, safety or welfare, or materially injurious to other properties in the vicinity.
2. The granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on use of other properties in the district.
3. The hardship which is the basis for the variance application was not self-inflicted by the applicant.
4. The granting of the variance is justified for one or more of the following reasons: