

**Mobile Homes  
PROCEDURE FOR FILING VARIANCE**

1. The owner or his/her agent petitions for a variance.
2. **The owner or the petitioner must SUBMIT pictures of the inside and outside of mobile home and provide the title or governmental document stating age of mobile home and ownership before the hearing date.**
3. The Spink County Planning and Zoning Board must hold a public hearing on the variance request. The Spink County Zoning Administrator gives notice in the newspaper once ten (10) days prior to the Planning and Zoning hearing.
4. At least seven (7) days prior to the Public Hearing, the Spink County Zoning Administrator will notify all abutting landowners by certified mail that a hearing will take place.
5. The Spink County Zoning Administrator will notify all necessary city/township officials by certified mail that a hearing will take place.
6. A Spink County Planning and Zoning Board hearing will be held.
7. Notice is sent by the Zoning Administrator to the landowner or his/her agent requesting the hearing to inform him/her of the boards' decision.

Paperwork is due in the office by \_\_\_\_\_

Next Planning & Zoning Meeting: Date \_\_\_\_\_, Time \_\_\_\_\_

Location of Meeting: \_\_\_\_\_