

VARIANCE CHECKLIST

THE BOARD OF ZONING APPEALS WILL HEAR ALL REQUESTS FOR A VARIANCE WITHIN 58 DAYS FROM THE RECEIPT OF THE COMPLETED APPLICATION.

THE FOLLOWING INFORMATION MUST ACCOMPANY AN APPLICATION TO THE BOARD OF ZONING APPEALS AND IS TO BE PROVIDED BY THE APPLICANT:

The application form must be completed by the applicant in its entirety. Incorrect or inaccurate information may result in dismissal of the application for a variance.

- Application and justification statement.
- A copy of the latest deed for the property or properties involved in the request.
- The appropriate drawings showing all existing and proposed improvements of the property, with dimensions and distances to property lines, all abutting streets, and any special conditions of the property that may justify the request.
- The fee determined by the Governing Body: **\$ 300.00.**

THE FOLLOWING INFORMATION WILL BE PROVIDED TO THE APPLICANT BY THE ZONING ADMINISTRATION DIVISION OF THE PLANNING OFFICE:

- Hearing date, which will be the next applicable agenda date. *All appeals will be heard within 90 days from receipt of the completed application.*
- Applicant will receive Board of Zoning Appeals Resolution of Action following hearing.

Application received from _____ Date _____

Application received by _____ Date _____