



## CHECKLIST FOR VARIANCE TO SUBDIVISION REGULATIONS APPLICATIONS

**This checklist is designed to help you make sure that you submit everything that is required for a complete subdivision regulations variance application and that you fill out the application form completely.** Applications that are complete by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next Planning and Zoning Commission meeting. Incomplete applications will be returned to the applicant and will not be placed on the agenda. Close attention to this checklist will help avoid a delay in your case being heard by the Commission.

<b>APPLICATION FORM:</b>	
	Have you attached the legal description of the land involved in the variance?
	Have you listed the address of the property?
	Have you listed the section of the Subdivision Regulations which you wish to have varied? Have you responded in writing to the three conditions of approval for variances and attached them to the application? You must make your case to the Planning and Zoning Commission.
	Have you listed the name, address and telephone number of the applicant? If the applicant is not the owner of the property, please include evidence of the consent and authority to act for the owner.
	The applicant must sign the application form. If the applicant is a corporation, have you put the corporate seal on the application?
<b>FEES:</b>	
	Have you included the non-refundable application processing fee of \$470.00 and the recording fee of \$30.00? (Total of \$500.00) The processing fee for a subdivision variance with a preliminary plat is \$50.00 and there is not a recording fee.
<b>SITE PLAN:</b>	
	It is suggested that you include a copy of a site plan showing how the requested variance will affect the property.

**REMEMBER, INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT AND WILL NOT APPEAR ON THE AGENDA.**

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