



Variance Application Checklist

In order for the City to process your application you will need to submit the following:

1. **Completed application.**

The application will not be considered complete unless it contains the following information:

- address of property;
- legal description of property;
- owner's name address and phone number;
- applicant's name, address and phone number;
- present zoning district;
- statement of unique circumstances and undue hardship for the granting of the variance;
- drawing at scale showing land in question with building and structures located by dimension with other data useful in understanding the request; and
- statement of request. (It is of vital importance that you accurately describe the nature and extent of the variance requested.)

2. **1 - 11" × 17" copy of plans**

3. **1 - 2' × 3' copy of plans**

4. **Fee of \$150**

***** PLEASE NOTE *****

If any of the above material is not submitted by the deadline date, you will not be placed on the agenda for that month.