

VARIANCES APPLICATION Checklist

Please check box for each document submitted; if not applicable, please indicate with N/A.

Application General Requirements (Section 1.2):

- NARRATIVE** – See Specific Application Requirements below.
- LOCATION MAP** - general location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.
- SURVEY** - accurate survey, reflecting existing conditions, no more than two years old.
- LEGAL DESCRIPTION** – copyable electronic format (i.e. Microsoft Word).
- AGENT AUTHORIZATION** (if applicable)
- STATEMENT OF OWNERSHIP AND CONTROL** – documentation of ownership and control of the subject property (deed).

Specific Application Requirements (Section 1.13.2):

- NARRATIVE** must include:

1. Justification of the need for a variance.
2. Reference to the standards from which the variance is requested.

1.13.3. Decision Criteria

- In a separate document, please restate and address each item below:**

1. The particular physical surroundings, shape, topographical condition, or other physical or environmental condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
2. The conditions upon which the request for a variance is based are unique to the parcel and would not be applicable, generally, to other property within the vicinity;
3. The variance is not based on any conditions, including financial, occupational, or ability, which are personal to the applicant as applied to the property involved in the application;
4. The alleged hardship has not been created by any person presently having an interest in the property or, if it was, it was created as a result of a bona fide error;
5. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the vicinity;
6. The variance granted is the minimum variance that will make possible the reasonable use of the property; and
7. The property cannot be put to a reasonable use which complies fully with the requirements of the Code unless the variance is granted.