



Variance Request Application Checklist:

- _____ Pre-Application Interview with DPW Director and Code Enforcement Officer
- _____ Variance Request Application Form
- _____ Application Fees of \$250.00 (non-refundable)
- _____ Letter of Intent
 - *Optional, but recommended, particularly if special conditions, hardships are noted on the application
- _____ Aerial of Site
- _____ Photos of Existing Property
- _____ Drawings or Renderings of Proposed Improvements
- _____ List of all Property Owners to Include Addresses Within 300ft of Property
 - *This list can be obtained from the Tax Assessors Office for a fee
- _____ Letter of Consent if Not Property Owner
- _____ Other:

Notes:
