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## APPLICATION CHECKLIST

## VARIANCE

### SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Completed Variance Request Form
- Site Plan
  - o Scale and north arrow
  - o Property boundaries and dimensions
  - o Adjacent streets/right-of-way
  - o Existing and proposed structures with dimensions
  - o Existing and proposed land use
  - o Setbacks
  - o Parking and loading areas
  - o Driveways
  - o Walls and Fences
  - o Adjacent parcel information

NOTE: Additional information may be requested based on the complexity and impact of the proposed event.

**FOR OFFICIAL USE ONLY**

Project No. \_\_\_\_\_

Date Received \_\_\_\_\_

Revision Date 1/30/2017