

## ZONING VARIANCE INSTRUCTIONS TO APPLICANT

If the title to the mentioned property is not in the name of the petitioner, attach a letter from the owner signifying approval to proceed with this variance request.

### VARIANCE REQUEST MUST BE ACCOMPANIED BY:

- A small scale vicinity map (preferably by County Tax Map) showing exact location of property with respect to existing streets, number and size lots, and other important features within and contiguous to the property
- A survey or drawing and PDF showing the location of structures and the violation for which the variance is sought
- List on a separate sheet names and addresses of owners of adjoining properties and property directly across the street from the property involved, and the tax parcel codes of those properties
- A copy of the variance request as well as an unsealed, addressed envelope for each adjoining property owner (including those across the street). Any requested change to the notification process must be approved by Planning and Development Staff.

**THE APPLICATION MUST BE FILED AT LEAST TWENTY (20) CALENDAR DAYS BEFORE THE MEETING OF THE BOARD** at which approval is sought, accompanied by a filing fee of:

Zoning Variance

Residential - \$150.00

Non-Residential - \$350.00

---

Date of Meeting

---

Return this form by (time and date)