



ZONING VARIANCE CHECKLIST

An application for ZONING VARIANCE shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

PROJECT NAME:

APPLICATION REQUIREMENTS	Applicant	Staff	N/A
Development Review Application form. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application fee (\$500). <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A vicinity map indicating the location of the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A legal description of the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s). <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A project narrative or Letter of Interest, justifying how the application meets the variance criteria in Section 18.01.540 B of this title. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A project narrative or Letter of Interest, describing the existing and proposed zoning and use(s) of the property, and justification for a variance based upon the evaluation criteria of this title. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A drawing detailing the requested variance. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit documents electronically via OneDrive, Dropbox, etc. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT INFORMATION

Date:	Completed by:	
Phone Number	Email Address:	
Notes:		

TO BE COMPLETED BY STAFF

Date:	Reviewed by:	
Completeness Review:	Complete: <input type="checkbox"/>	Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/>
Notes:		

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