

## VARIANCE APPLICATION CHECKLIST

(Please submit this checklist with your application packet)

- Application Form
- A narrative explanation of the variance being sought including applicable code sections, hardship and any precedent setting cases if known or applicable
- A scaled plot plan or A2 survey which shows the existing and proposed conditions of the lot including all setbacks, building lines, etc.
- Architectural drawings of the proposed addition; specifically exterior elevation drawings (not required but strongly encouraged)
- Photographs of the home in its entirety as well as specific shots of the area where the variance is being sought
- Petition or letters of support from neighboring homeowners (not required but strongly encouraged)



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