

VARIANCE CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

A Variance is subject to a Review Process III and requires a [Land Use Hearing](#).

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

<p>1) <input type="checkbox"/> Fee</p>	<p>Fees are noted in the Planning, Zoning and Land Use Fee Schedule. Fees are non-refundable and payable by cash, check or credit card.</p>
<p>2) <input type="checkbox"/> Land Use Application</p>	<p>The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.</p>
<p>3) <input type="checkbox"/> Site Plan Your project may require building elevations and/or floor plans as necessary to review the application</p>	<p>Must be drawn in accordance with the Residential Site Plan Checklist or General Site Plan Checklist. May require survey to verify setbacks and/or height. Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.</p>
<p>4) <input type="checkbox"/> Narrative Statement</p>	<p>Provide a typed narrative statement addressing the 4 required criteria from EMC 15.03.140.D.</p>
<p>5) <input type="checkbox"/> Mailing List</p>	<p>Must be completed per the Mailing List Instructions for Review Process III.</p>

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete" and returned to you in accordance with [EMC Title 15.01](#).