

Submittal Requirements

9 COPIES of the following items must be submitted at the time of filing of the application in order for a variance application to be considered by the Board of Building and Zoning Appeals:

- (a) Completed application form and payment of the associated application fee;
- (b) Proof of ownership, legal interest or written authority;
- (c) Legal description of property or portion thereof;
- (d) Completed criteria worksheet for Area and/or Use Variance requests, **typically only one worksheet will need to be completed**;
- (e) Narrative statement establishing and substantiating the justification for the request pursuant to the applicable criteria in Section 1111.09(c) found on the variance worksheets;
- (f) A plan, neatly and legibly drawn, pre-folded, that adequately depict the information showing the following, *where applicable*:
 - (1) The street providing access to the lot and the exact location of the lot in relation to the nearest cross street;
 - (2) The name of the subject plan, if any, and the lot numbers of the subject and abutting properties;
 - (3) The actual dimensions of the lot, the setbacks and other open space dimensions thereof and the location and size of any existing structure thereon;
 - (4) The location and size of the proposed structure and/or the proposed enlargement and existing structure;
 - (5) The location and size of the parking area and the circulation layout;
 - (6) The proposed landscaping, signs and any other uses on the property;
 - (7) An elevation drawing for any proposed new structures or major additions;
 - (8) Any other information, including but not limited to floor plans, elevations and other drawings at a reasonable scale to convey the need for the variance which, in the judgment of the Zoning Administrator, may be necessary to provide for the enforcement of this Code;
- (g) Any other documents deemed necessary by the Zoning Administrator.