

Instructions for Variance/Special Exception application:

Please provide an address or, if there is no address, provide the x,y coordinates for the location of the property.

If a tax roll description is available for the property, please provide it in the Legal description, or provide a meets & bounds description and attach a copy as a Word document.

Please be sure that your application has a valid email, address, and phone number for each person involved so office staff can contact you should your application require more information.

For a Variance, explain in detail how each of the three (3) conditions is met. For a Special Exception, indicate which Special Exception is being requested.

Attach the following required documents:

1. A letter - State in as much detail as possible the reason(s) for the request. The letter should be signed by the applicant, property owner and agent.
2. Site plan - **drawn to and printable to a scale**. The site plan should be submitted as a .pdf, and the preferred scale is 20 -100 engineering scale. Please demonstrate the need for the Variance or if for a Special Exception, demonstrate how the request meets the qualifications of the requested Special Exception.