

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.
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.
3. Signature Sheet (available under "applications" on the Planning page) must be signed and uploaded before application can be accepted for consideration. Original signed document must be received in the Planning office before the Planning Commission can hear the case.