

Application Date:	
Fee:	\$500.00

## VARIANCE

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>BRIEF DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
1. Under Review		

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the Town Planner.

AP – Applicant check list, TS –Town Staff check list

AP	TS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Site Plan:</u></b> <i>All plans shall be drawn to scale and include a north arrow</i></p> <ul style="list-style-type: none"> <li>▪ Property dimensions</li> <li>▪ Area in acres and square feet</li> <li>▪ Setbacks, and identify buildable area</li> <li>▪ Location of existing and proposed buildings (including footprint, and dimensions to lot lines)</li> <li>▪ Location of well and septic systems on site</li> <li>▪ Location of wetlands, waterbodies, and Ordinary High Water Level and 100-year flood elevation</li> <li>▪ Location of current and proposed curb cuts, driveways and access roads</li> <li>▪ Existing and proposed parking (if applicable)</li> <li>▪ Off-street loading areas (if applicable)</li> <li>▪ Existing and proposed sidewalks and trails</li> </ul> <p>COPIES: 10</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Architectural/Building Plan (if applicable):</u></b></p> <ul style="list-style-type: none"> <li>▪ Location of proposed buildings and their size including dimensions and total square footage</li> <li>▪ Proposed elevations</li> <li>▪ Description of building use</li> </ul> <p>COPIES: 10 plan sets</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Aerial:</u></b> Map identifying adjacent land uses within 500-feet of the proposed variance</p>

Application for: **VARIANCE**  
Lent Township

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Written Narrative Describing your request:</u></b> A written description of your request for the Variance will be required to be submitted as a part of your application. The description must include the following:</p> <ul style="list-style-type: none"> <li>▪ Description of variance requested and reason for request</li> <li>▪ Describe any site conditions or site constraints (wetlands, etc)</li> <li>▪ What permits have you obtained, have you discussed your project with any other agencies? Neighbors?</li> <li>▪ Any soil limitations on the site</li> <li>▪ Describe how you believe the requested variance fits the Township's comprehensive plan</li> </ul> <p>COPIES: 10</p>
<input type="checkbox"/>	<input type="checkbox"/>	Addresses of all owners of property lying within 500 feet of your property
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Survey of the property:</u></b> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents

**Review and Recommendation by the Board of Adjustments (BOA).** The BOA shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and may recommend approval, disapproval or table by motion the application. The BOA may impose necessary conditions and safeguards in conjunction with their recommendation.

**Review and Decision by the Town Board.** The Board shall review the application after the BOA has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if different than applicant)

\_\_\_\_\_  
Date