

### Zoning Variance Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

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- \_\_\_ Letter of Request (Project Narrative)
  - \_\_\_ Date of Application.
  - \_\_\_ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
  - \_\_\_ Site location, dimensions, and size of property (in feet and acres), and present zoning.
  - \_\_\_ Project description
  - \_\_\_ Action requested and the reason/purpose for the request.
  - \_\_\_ Existing and proposed facilities, structures, roads, etc.
  
- \_\_\_ [Letter of Consent](#) (*when applicant role is as Designated Representative*)
- \_\_\_ Proof of ownership by recorded deed
- \_\_\_ Site/Plot Plan
- \_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (as applicable to LLC property ownership).
- \_\_\_ Articles of Incorporation and By Laws (as applicable for Corporation Property ownership).
- \_\_\_ Trust Documents (as applicable for Trust Property ownership).