

§ 158.03 SUBMISSION REQUIREMENTS CHECKLIST B

Applicant: _____ Type of Variance: _____
 Application Number: _____

		a. Appeal from Decision of Zoning Officer	b. Request for Interpretation of Code Provision	c. Bulk Variance	d. Use Variance	C	I	N/A	W/V
1	Variance application form			+	+				
2	Application and escrow fees	+	**	+	+				
3	Proof of current tax payment		**	+	+				
4	Name and address of owner and applicant	+	**	+	+				
5	Name, signature, license number, seal and address of engineer, land surveyor, architect, landscape architect, as applicable		**	+	+				
6	Zoning Permit		**	+	+				
7	Determination of zoning Officer (if applicable)	(general) +	**	+	+				
8	Request for Property Owner List for Notices		**	+	+				
9	Notices to Property Owners within 200 feet		**	+	+				
10	Affidavit of Service to Property Owners		**	+	+				
11	Certification of Publication in Newspaper				+				
12	Affidavit of Ownership				+				
13	16 copies of Sealed property survey		**	+	+				
14	Corporate Disclosure Statement		**	+	+				
15	Contribution Disclosure Statement				+				

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+ Required.

		a. Appeal from Decision of Zoning Officer	b. Request for Interpretation of Code Provision	c. Bulk Variance	d. Use Variance	C	I	N/A	WV
16	Architectural Plans			+					
17	Elevations			+					
18	Photographs of the site and surrounding properties			+	+				
19	Details of structure set forth in application (i.e. fence, deck, shed, etc.)			+					

+ Required.