



## ZONING VARIANCE APPLICATION CHECKLIST

**Two hard copies and one electronic version of all of the following information shall be submitted with an application for a zoning variance, unless one or more items are specifically waived in writing by the Town Manager:**

- The Land Use Application form provided by the Town Manager.
- A vicinity map indicating the location and street address (if applicable) of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified 30 days in advance of application review.
- The names and addresses of any property owners within two hundred feet (200') of any portion of the property.
- A cover letter justifying how the application meets the variance criteria in PMC 15.01.340 C.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.