

APPEAL# _____

CHECK LIST

**ZONING BOARD OF ADJUSTMENT
USE VARIANCE APPLICATION**

**COMPLETED APPLICATION:
NO LATER THAN 30 DAYS PRIOR TO HEARING DATE**

DATE

- _____ **FOURTEEN (14) COPIES OF THE NOTICE OF APPEAL.
THE ORIGINAL SIGNED AND NOTARIZED.**
- _____ **TWO (2) COPIES OF THE AFFIDAVIT OF PROOF OF SERVICE.
SIGNED AND NOTARIZED (CHECK DATE) FORM #7**
- _____ **CHECK 200' RESIDENT LIST WITH WHITE CARDS (DATE)**
- _____ **TWO (2) OF THE COMPLETED NOTICE OF HEARING TO PROPERTY
OWNERS (FORM #4)**
- _____ **PROOF OF PUBLICATION**
- _____ **FOURTEEN (14) COPIES OF PLOT PLAN (EXISTING CONDITIONS)**
- _____ **FOURTEEN (14) COPIES OF CONCEPT PLAN (PROPOSED CONDITIONS)**
- _____ **FOURTEEN (14) COPIES OF FLOOR PLAN**
- _____ **\$300.00 FEE FOR USE VARIANCE APPLICATION**
- _____ **\$3,000.00 ESCROW FEE**
- _____ **PROOF OF TAXES**
- _____ **LETTER FROM PROPERTY OWNER.**
- _____ **ESCROW ACCOUNT AGREEMENT**
- _____ **SIGNATURE OF PROPERTY OWNER**

RE: **APPLICANT:** _____

LOCATION: _____

BLOCK & LOT _____

TYPE OF VARIANCE _____

PHONE: _____