

Steps involved with a VARIANCE

If complying with Town Ordinances creates a hardship:

1. Complete and submit a Variance Permit form along with:
 - a. A Plot Plan, Record of Survey, or Certified Survey Map, CSM.
 - b. A description of the variance(s) requested and the hardship that requires the variance(s).
 - c. A list of neighbors (names and addresses) within 200 feet.
 - d. A \$50 application fee.
2. Present Variance Permit form to Plan Commission and respond to Plan Commission questions.
3. Plan Commission will refer to the Board of Appeals. At this point a fee of \$250 needs to be paid.
4. A hearing before the Board of Appeals will be scheduled. 15 day notice of the hearing is required
5. The Board of Appeals will either approve or deny request. If the variance is denied, no further action is taken
6. If approved, the petitioner is granted the variance. If a CSM approval, CUP approval, or zoning change is required, these processes may proceed.