

Complete Check List

- Survey (signed and sealed by a registered surveyor) of lot and topographic contours
- Site plan (1 inch = 30 feet)
 - Show existing and proposed structures
 - Building envelope
 - Show all topographic elevations, existing grade, finished grade, Finished Floor Elevations

Variance Approval Criteria

What special circumstances or conditions apply to the building or land by reason of exceptional narrowness, shallowness, exceptional topographic conditions, or other extraordinary and exceptional situation or condition of a specific piece of property?

How would the strict application of the zoning ordinance result in practical difficulties to or exceptional or undue hardship upon the owner of such property?

How would the granting of this variance be without detriment to the public good and without substantially impairing the intent and purpose of the zoning ordinance of the City?

How would the resulting construction not be out of harmony with other homes in the neighborhood?

SIGNATURE: _____ (Owner/Agent) **DATE:** _____

Submit all information, plans & application via email PDF to: msamaniego@citybellemeade.org