

VARIANCE PERMIT APPLICATION CHECKLIST



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1. **Signed Land Use Application Form**
 2. **Narrative**
A complete and detailed narrative description of the proposed development and the existing site conditions, existing buildings, public facilities and services, presence of natural features, a discussion of the approval criteria for all permits required and how the criteria are or can be met, and any other information indicated by staff at the pre-application conference.
 3. **Code Criteria**
A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in Chapter 151.100 through 151.102 and any other applicable section of the Banks Municipal Code.
 4. **Site Plan Drawings**
A scale-drawing of the property, displaying the dimensions and arrangements of the existing and proposed uses.
 5. **Architectural Drawings**
Include building elevations and envelopes if architectural work is proposed.
 6. **Pre-Application Conference Summary Sheet**
 7. **Additional Information or Reports (If Required)**
 8. **A Current Preliminary Title Report for the Subject Property**
 9. **Mailing Labels for Owners within 300 Feet for the Subject Site**
The names and addresses of property owners within 300 feet of the subject site indicated on the most recent property tax rolls. This information can be provided by a title company.
 10. **Copies**
Two (2) copies of all information, reports and drawings (full sized and 8.5" by 11") pertaining to this application.
 11. **Electronic Version of All Application Materials**
 12. **All Required Application Fees**