



ZONING VARIANCE APPLICATION CHECKLIST

Ten 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 Administrator:

- The Land Use Application form provided by the Town Administrator.
- A vicinity map indicating the location and street address (if applicable) of the property.
- A legal description of the property.
- The names and addresses of any property owners within three hundred feet (300') of any portion of the property.
- A cover letter justifying how the application meets the variance criteria in Section 17.32.020 (c) (2) of the Georgetown Municipal Code.
- A site plan and/or other drawing and information detailing the requested variance, unless waived by the Town Administrator.
- 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.
- A deposit to cover the reasonable anticipated costs for outside professional services.