

## Submittal Requirements for Variance Applications

<b>Required</b>	<p>Please use this as a checklist to assemble the materials required for your development application when submitting the application through the <a href="#">Accela Citizen Access</a> (ACA) portal. The following items must be submitted in order to process your application. Please follow ALL hyperlinks for complete checklist. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></b></p>
<input type="checkbox"/>	<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. All plans and documents <u>must</u> be uploaded in PDF format.</li> <li>1. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for <b>all</b> site plan documents; one PDF for <b>all</b> elevation plans; etc.).</li> <li>2. If ACA portal requires a document type not included on this checklist, upload blank PDF document called “Dummy Document”. Make sure you select the required document “Type” from the dropdown list.</li> </ol>
<input type="checkbox"/>	<p><b>Complete Application in <a href="#">ACA</a> portal.</b></p> <p><input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.</p>
<input type="checkbox"/>	<p><b>All Required Fees Paid</b></p> <p><b>Fees</b> will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1<sup>st</sup>.</p>
<input type="checkbox"/>	<p><b>Pre-application (DRC) preliminary review letter</b></p>
<input type="checkbox"/>	<p><b><a href="#">Letter of Owner Authorization</a></b> (If Owner is not the Applicant) <b>(Electronic)</b>. If submitted in conjunction with a development application, make sure authorization references the variance request in addition to the development request and upload to variance submittal. Shall include name phone, address and email.</p>
<input type="checkbox"/>	<p><b>Preliminary Title Report or Grant deed showing property ownership (Electronic)</b></p>
<input type="checkbox"/>	<p><b><a href="#">Operational Statement</a> (Electronic)</b> Must include the proposed variance request and reason for the proposed variance.</p>
<input type="checkbox"/>	<p><b>Required <a href="#">Findings</a> pursuant to Section 15-5506 (Electronic)</b></p>
<input type="checkbox"/>	<p><b>Project Site Plan (Electronic)</b> Site plan shall include items on the <a href="#">Contents Requirement Checklist</a>. If proposed with a development application, contents of site plan will be verified with that application. Site plans/plot plans for single family home requests must be to scale, dimensioned, and show property lines and easements correctly.</p>
<input type="checkbox"/>	<p><b>Elevations &amp; Floor Plans with dimensions (Electronic, uploaded into ACA portal)</b></p> <p>Only needed if variance is related to the elevations and/or floor plan.</p>

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date.