

Checklist for Submittal of Requirements For A Variance

STEP	APPLICANT INITIALS	REQUIREMENT	INTAKE INITIALS
1		Competed Application	
2		Fee Payment – checks to Treasurer, City of Lancaster	
3		Variance Criteria Completed	
4		Abutters' List (Surrounding property owners, physical mailing list only, not mortgage companies)	
5		Two Auditor's Tax Maps of petitioner's neighborhood	
6		Two (2) Site Maps of petitioner's property showing structures, existing and proposed, elevations, limits of FEMA designated Area of Special Flood Hazard Minimum size 11" X 17"	
7		Copy of any current covenants and/or deed	
8		Notarized signature of Property owner on variance application.	

NOTE: All documents must be readily reproducible on stand black and white photocopiers. Hi-liters are NOT reproducible and should not be used.