

**INSTRUCTIONS TO PROPERTY OWNER
STEPS TO OBTAIN VARIANCE**

1. Application for variance must be submitted at least 30 days prior to hearing (first Tuesday of the month).
2. Written justification for variance.
3. Plot plan
4. Vicinity map
5. Fire Department signature
6. List of all property owners (contiguous).
7. Stamped envelopes addressed to property owners.
8. \$100.00 filing fee.