



**TOWN OF CHARLOTTE
DEVELOPMENT REVIEW BOARD**

**P.O. Box 119, Charlotte, VT 05445
Phone: 802-425-3533 Fax: 802-425-4241**

**APPLICATION FOR
VARIANCE**

*Applicant must return complete application and all supporting documents to the Planning & Zoning office prior to being scheduled for a public hearing.

Office Use Only

Date Received: _____

Application #: _____

Date Warning Mailed: _____

Date of Hearing: _____

Date Warning Published: _____

Date Hearing Closed: _____

45 Day Deadline: _____

Date Approved: _____

PROPERTY OWNER

Name _____

Address _____

Email _____

Phone _____

APPLICANT/CONTACT PERSON (if other than owner)

Name _____

Address _____

Email _____

Phone _____

Signature of property owner

Signature of applicant _____

If applicant is agent for owner, written authorization signed by owner must be filed with application.

Property Address: _____

Size of Parcel _____

Parcel ID # _____

Zoning District _____

Existing Use of Property: _____

Proposed Use of Property: _____

Describe Intent of Project:

The Board may grant a variance, and render a decision in favor of the appellant, only if all the following facts are found, and the findings are specified in its written decision, per *Charlotte Land Use Regulations, Section 9.7*:

1. Are there unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the property, and that unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provision of these regulations in the neighborhood or district in which the property is located?

2. Because of these physical circumstances and conditions, is there no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is necessary to enable the reasonable use of the property?

3. Was the unnecessary hardship created by the appellant?

4. Will the variance, if authorized, alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare?

5. Will the variance, if authorized, represent the minimum that will afford relief and will represent the least deviation possible from these regulations and from the plan?

The following are to be submitted with Variance applications, if applicable (*please check all items included*):

Incl. Waived/

N/A

- Names and addresses of all adjoining property owners, (include stamped, addressed envelopes for each).
- Project description.
- Site location map showing project location in relation to town roads, surface drainage and adjoining and facing parcels.
- Legal deeds, decisions, and all recorded plats relative to the property / application.
- Town data overlay map (provided by the town) with a sketch of the project footprint(s).
- Site Plan (1 original [24"X36"] and 5 copies [11"X17"]) drawn to scale (minimum 1" =200', 1" =100' preferred) showing as applicable:**
 - a. Date, scale, north arrow, title block, preparer information;
 - b. legal property boundaries
 - c. zoning district boundaries (incl. designated flood hazard areas);
 - d. required setbacks and designated building envelope, if any;
 - e. Site features and vegetation in the vicinity of the project: prime agricultural soils, active agricultural areas, surface waters, wetlands, shorelines and associated setback and buffer areas, wildlife habitat areas, prominent ridgelines and hill tops, steep slopes (15% to 25%, 25%+); structures (e.g., buildings, walls, fence lines, signs), including known historic sites and structures; existing parking, loading and service areas, roads and driveways, utility corridors, water supply and wastewater system locations; rights-of-way and easements;
 - f. Proposed structures (footprints); land use; roads, driveways, and pedestrian walkways; parking, loading and service areas; utility corridors; water supply and wastewater system locations; rights-of-way and easements;
 - g. Proposed site grading and drainage;
 - h. Proposed landscaping, screening, lighting and signage;
- Photographs of the site;
- Preliminary architectural elevations (for new structures, additions);
- Draft legal documents (e.g., proposed easements, improvement or maintenance agreements);
- Construction schedule, including the sequence and timing of proposed site development and related improvements.

Copies of the *Land Use Regulations* and the *Town Plan* are available at www.charlottevt.org and at the Planning Zoning Office.

Any application that does not contain all information required, or a reasonable explanation why it does not apply, will be returned to the applicant.