



**Town of Elizabeth
Variance Submittal Check-list**

Variance Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees: \$300 per application (maximum of two requests per application); \$500 ESCROW cost agreement
- Narrative describing Variance Request

Procedure/ Important Conditions:

- Applications for variances of the physical requirements of this Chapter, a written notice of said hearing shall be sent by first-class mail at least fourteen (14) days prior to the hearing date to owners of property adjacent to the property in question.
- A notice of said hearing shall be published in a newspaper of general circulation with the Town at least fourteen (14) days prior to the hearing date.
- Before any exception or variance is granted, the Board of Adjustment shall include a written finding in its minutes as part of the record in each case, stating specifically the exceptional conditions, the practical difficulties or unnecessary hardship involved.
- Unless otherwise stated in the Board of Adjustment minutes, variance permits shall be valid for a period of time not to exceed six (6) months from the time such variance is granted.

***Failure to submit all required documentation shall result in a delayed application. Additional information may be requested after the formal application is received.