



**USE VARIANCE
SUBMITTAL CHECKLIST**

REVIEW COMMITTEE: (14 sets)

- Development Review Application _____
- Fee Calculation Form (1 original) and Fee _____
- Verification of ownership _____
- Signed & Sealed Survey or Site plan _____
- Written response to criteria contained in Section 27-33 of the Code _____
- Letter of Intent _____
(including intended use, square footage, hours of operation, number of employees,
and any other related information)

PLANNING AND ZONING BOARD: (9 sets)

- Development Review Application _____
- Written response to Review Committee comments _____
- Signed & Sealed Survey or Site plan _____
- Written response to criteria contained in Section 27-33 of the Code _____
(including traffic study and market study, if applicable)
- Letter of Intent _____

CITY COUNCIL: (14 sets)

- Development Review Application _____
- Written response to Planning and Zoning Board comments _____
- Signed & Sealed Survey or Site plan _____
- Written response to criteria contained in Section 27-33 of the Code _____
- Letter of Intent _____
- Notice to Proceed _____