

## A Checklist for Applicants

### Minor Variance

Complete submission or an Application for Minor Variance approval shall consist of the following:

- ✓ Application Fee(s) (Refer to Fee Tariff for Town of Pelham Fees and other Applicable Agency Fees);
- ✓ One (1) completed original “Application for Minor Variance” Form

**Note: all questions on the form must be answered and signed before a Commissioner for Taking Affidavits**

- ✓ “Permission to Enter” Form;
- ✓ “Posting of Advisory Sign” Form;
- ✓ Site plan, drawn to scale in metric units on A3 (11” X 17”) sized paper containing all information outlined in Item 25(2) on the application form;
- ✓ Any additional sketches or reports applicable to the variance requested (i.e. building Elevation Plans, Planning Justification Report etc.).

**Applicants are encouraged to provide any additional supporting documentation or information that may be of assistance to the Committee and Commenting Agencies regarding the proposal, such as a letter of explanation.**