



VARIANCE (7-3-3-7)

LAND USE APPLICATION CHECKLIST

- ☐ Review Town of Simla Municiple Codes, so applicant has a full understanding of what will be required under the Applicants land use request.
- ☐ Submit to the Town Building Inspector.
 - ☐ Land Use Application
 - ☐ Sketch to include
 - ☐ A sketch of the property and existing setbacks, height, and other facts relevant to the variance request.
- ☐ The Building Inspector shall notify the town board of the application.
- ☐ Application fee: \$ _____
 - ☐ The Board at the next regularly scheduled meeting determines the application fee. **NO APPLICATION FOR VARIANCE SHALL CONTINUE UNTIL SUCH TIME AS THE APPLICANT HAS DEPOSITED THE REQUESTED AMOUNT.**
 - ☐ The fee shall cover the town costs resulting from the variance review and hearing including review by the town attorney, sums required for publication, mailings and administrative review.
 - ☐ Deposit will be made with the Town Clerk.
- ☐ Upon receiving all information deemed by the board to be necessary for review, notice of the application and notice of a public hearing shall be published in the two (2) weeks preceding the public hearing.
- ☐ Applicants public hearing set for _____. (The public hearing may be either at a regular scheduled meeting or a special meeting called for the variance review.
- ☐ Copies of the public notice mailed to all landowners within three hundred feet (300') of the subject property. Date mailed: _____
- ☐ Board approval or denial of variance.