

TOWN OF SPRING LAKE
VARIANCE APPLICATION REQUIREMENTS
Land Use and Development Review & Administration Manual

Form VAR-3
Version 1.0

Purpose

This document identifies the information and supporting materials that shall accompany a Variance Application. Its purpose is to help applicants submit complete applications and assist the Town in determining whether an application is ready for review.

Scope

Submission of the items identified in this document does not guarantee approval of a variance. Additional information may be requested when reasonably necessary to evaluate a specific application.

Required Forms

- ☐ Completed VAR-2 – Variance Application
- ☐ Application fee (if applicable)
- ☐ Property owner authorization (if applicant is not the owner)

Property Information

- ☐ Legal description (if requested)
- ☐ Parcel number(s)
- ☐ Property address or location
- ☐ Current zoning designation

Site Plan

Provide a site plan, drawn to a reasonable scale, showing as applicable:

- ☐ Property boundaries
- ☐ Existing and proposed structures
- ☐ Setbacks and dimensions
- ☐ Driveways, easements, and rights-of-way
- ☐ Other information necessary to understand the request

Supporting Narrative

Provide a written narrative describing:

- ☐ The proposed project
- ☐ The Municipal Code section from which relief is requested
- ☐ The unique physical characteristics of the property
- ☐ Why the applicant believes the applicable approval criteria are satisfied

Supporting Documentation

Supporting documentation may include, as applicable:

- ☐ Photographs
- ☐ Surveys
- ☐ Topographic information
- ☐ Engineering or technical reports
- ☐ Other materials relevant to the request

Additional Information

Town administrative personnel, acting through the Designated Town Official, may request additional information reasonably necessary to determine application completeness or to assist the Appeal Authority in evaluating the request. Questions requiring professional planning judgment should be referred to Development Staff.

Administrative Note

An application will not be scheduled for review until it has been determined to be administratively complete.

Related Documents

VAR-1 – Variance Information Guide

VAR-2 – Variance Application

VAR-4 – Administrative Review Checklist