

## Variance Checklist

### City of Coatesville

Application address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ District \_\_\_\_\_

Applicant's Phone No. \_\_\_\_\_ Email \_\_\_\_\_

#### Application Completeness

v	Z.O. Section	Description
		<u>Application</u>
	§224-79.C.(1)(a)	Completed Application and Fee
		<u>Plans showing:</u>
	§224-79.C.(2)(b)[1]	Drawn to an Appropriate Scale with graphic scale shown on plans
	§224-79.C.(2)(b)[1]	Proposed placement structures on property
	§224-79.C.(2)(b)[1]	Provisions for ingress and egress
	§224-79.C.(2)(b)[1]	Required off-street Parking and loading areas
	§224-79.C.(2)(b)[1]	Refuse and service areas
	§224-79.C.(2)(b)[1]	Required yards
	§224-79.C.(2)(b)[2]	Proposed utility hook-ups
	§224-79.C.(2)(b)[3]	Proposed screening and buffers as well as type, dimensions, and character
	§224-79.C.(2)(b)[4]	Proposed landscaping
	§224-79.C.(2)(b)[5]	Proposed signs and lighting including type, dimension and character
	§224-79.C.(2)(b)[6]	Legal description of entire property
		<u>Narrative Description</u>
	§224-79.C.(2)(b)[7]	Description of total project
	§224-79.C.(2)(b)[7]	Statement describing how the requested S.E. meets the standards for approval

#### Procedure

v	Z.O. Section	Description
	§224-79.C.(2)(a)	Zoning Officer reviews application for completeness and sufficiency
	§224-79.C.(2)(a)	If applicable, request for more information from Applicant within 15 business days of receiving application. Date request for more info.:
	§224-79.C.(2)(b)	Schedule Zoning Hearing Board through City, held within 60 days of application date. Hearing date:
	§224-79.C.(4)(a)[1]	Legal Advertisement (14 and 7 days before meeting) dates:
	§224-79.C.(4)(a)[1]	Sent to Daily Local before 2:00 p.m., the day before the first posting*
	§224-79.C.(4)(a)[1]	Proof of publication*
	§224-79.C.(4)(a)[1]	Written letter to neighbors (between 7 and 14 days before meeting)*
	§224-79.C.(4)(a)[2]	Property posting (14 days before meeting), take photos* date:
	§224-79.C.(4)(a)[2]	Affidavit of posting completed, signed and notarized (original sent to solicitor)*
	§224-79.C.(4)(a)[2]	Photos of Posting saved to server, printed and sent to Solicitor

**\* Original affidavit of posting, aerial map and photos along with proof of publication need to be sent to Solicitor prior to meeting or given to them at meeting.**