



**APPLICATION FOR A VARIANCE**

Do not write in this space.

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Paid \_\_\_\_\_

To: Zoning Board of Adjustment,

City/Town of Charlestown

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Owner \_\_\_\_\_

(if same as applicant, write "same")

Location of Property \_\_\_\_\_

(street, number, sub-division and lot number)

NOTE: This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.

**Application for a Variance**

A variance is requested from article \_\_\_\_\_ section \_\_\_\_\_ of the zoning ordinance to permit \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Facts in support of granting the variance:

1. Granting the variance would not be contrary to the public **interest** because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If the variance were granted, the **spirit** of the ordinance would be observed because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Granting the variance would do substantial **justice** because:

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4. If the variance were granted, the **values** of the surrounding properties would not be diminished because:

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5. Unnecessary Hardship

a. Owing to special conditions of the property that distinguish it from other properties in the area, denial of the variance would result in **unnecessary hardship** because:

i. No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property because:

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- and -

ii. The proposed use is a reasonable one because:

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b. Explain how, if the criteria in subparagraph (a) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

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Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**Town of Charlestown  
Planning Board  
SCHEDULE OF PLANNING BOARD FEES**

No Application will be considered complete until all fees are paid in full. All checks, except recording fees, should be payable to the Town of Charlestown.

Applicant Information          Subdivision \_\_\_\_\_ Site Plan \_\_\_\_\_ Other \_\_\_\_\_  
 Name \_\_\_\_\_ Project Location \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

**A. APPLICATION FEE**

All Formal Applications (except Sign Permit) \$100.00                        \$ \_\_\_\_\_

**B. SUBDIVISION APPLICATIONS**

Pre-application Review  
     Preliminary Conceptual Consultation    N/C                                \$    -0-  
     Design Review (Notification Costs Only)                                \$    -0-  
 Formal Application  
     Two Lots    \$150.00                                \$ \_\_\_\_\_  
     \_\_\_\_\_ Additional lots          @    \$80.00 each                                \$ \_\_\_\_\_  
     Lot Line Adjustment                                \$50.00                                \$ \_\_\_\_\_

Upon final approval of a subdivision the applicant will be required to submit the Registry fee for recording of the mylar. Checks should be payable to Sullivan County Registry of Deeds.

The current fees are as follows but are subject change at the discretion of the Registry:

17" x 22"    \$16.00  
 22" x 34"    \$26.00  
**Plus** separate LCHIP surcharge (separate check)    \$25.00

**C. SITE PLAN REVIEW APPLICATIONS**

Pre-application Review  
     Preliminary Conceptual Consultation    N/C                                \$    -0-  
     Design Review (Notification Costs Only)                                \$    -0-  
 Formal Application  
     Use Change or Home Occupation only \$50.00                                \$ \_\_\_\_\_  
     Exterior alteration                                \$100.00                                \$ \_\_\_\_\_  
     New Construction < 2500 sf                                \$200.00                                \$ \_\_\_\_\_  
    > 2500 sf                                \$400.00                                \$ \_\_\_\_\_  
     Sign Permit    \$40.00                                \$ \_\_\_\_\_

**D. NOTIFICATION COSTS (for all applications)**

Applicant + \_\_\_\_\_ Abutters X \$10.00 each                                =    \$ \_\_\_\_\_  
 (Include surveyor, engineer and all other consultants)

**E. OTHER:** Copies of Town Regulations - \_\_\_\_\_ copies @ \$ 10.00    \$ \_\_\_\_\_  
 Zoning Map @ \$ 3.00                                \$ \_\_\_\_\_

**TOTAL AMOUNT DUE**    \$ \_\_\_\_\_