
PROCEDURES FOR MAKING WRITTEN APPLICATION FOR A VARIANCE

1. APPLICATION MAY BE WRITTEN OR TYPED AND SHOULD SPECIFY WHETHER IT IS A DIMENSIONAL OR NON DIMENSIONAL VARIANCE.
NOTE:
 - A DIMENSIONAL VARIANCE USUALLY DEALS WITH SETBACK, HEIGHT, OR AREA REQUIREMENTS.
 - A NON DIMENSIONAL VARIANCE INVOLVES THE USE OF LAND ON A PARCEL THAT IS OTHERWISE NOT PERMITTED BY THE ORDINANCE.
2. IF IS A DIMENSIONAL VARIANCE, PROVIDE A MAP (HAND DRAWN IS PERMISSIBLE) TO SCALE, GIVING DIMENSIONS OF THE BUILDINGS AND AREAS NOT MEETING THE REQUIREMENTS OF THE ORDINANCE.
3. IF IT IS A NON DIMENSIONAL VARIANCE, DESCRIBE COMPLETELY THE USE OR OPERATION THAT IS NOT AUTHORIZED BY THE ORDINANCE AND SHOW THE BUILDINGS OR AREAS ON A MAP DRAWN TO SCALE AND DESCRIBE THE PURPOSE OF THE VARIANCE.
4. PROVIDE ANY OTHER INFORMATION AS MAY BE REQUIRED BY THE ZONING ADMINISTRATOR.
5. SIGN AND DATE YOUR REQUEST AND ATTACH A CHECK FOR \$200.00 MADE OUT TO THE HAWES TOWNSHIP TREASURER.
6. YOUR REQUEST WILL BE REVIEWED BY THE ZONING ADMINISTRATOR FOR TECHNICAL SUFFICIENCY AND FORWARDED TO THE ZONING BOARD OF APPEALS (ZBA) FOR APPROVAL/DISAPPROVAL ACTION.
7. NOTICES WILL BE SENT OUT TO YOUR NEIGHBORS ANNOUNCING THIS REQUEST FOR A VARIANCE AND A PUBLIC HEARING WILL BE HELD TO DISCUSS YOUR REQUEST. YOU WILL BE NOTIFIED OF THE DATE, TIME, AND LOCATION OF THAT MEETING. YOUR ATTENDANCE AT THAT MEETING IS NOT MANDATORY, BUT IS RECOMMENDED.
8. THERE WILL BE NO REFUND REGARDLESS OF THE OUTCOME OF THAT MEETING.