

VARIANCE APPLICATION PROCESS CHECKLIST

PROPERTY OWNER MUST COMPLETE ENTIRE APPLICATION (If incomplete, it will be returned)

This form is completed by the City of Silver Bay and is only used as a guideline.

NAME OF APPLICANT: _____
 PROPERTY LOCATION: _____
 PERMIT NUMBER: _____

Please note: If you are planning to change or add to the structure of your property, you will also need to complete a building permit

	DATE COMPLETED
<input type="checkbox"/> CITY RECEIVED FULLY COMPLETED VARIANCE PERMIT APPLICATION <small>If incomplete, application will be returned</small>	_____
<input type="checkbox"/> \$250 APPLICATION FEE PAID TO CITY OF SILVER BAY	_____
<input type="checkbox"/> VARIANCE RECORDING FEE PAID (Fee is based upon charge from Lake County) <small>This check is to be written to Lake County Recorder and be submitted to the City of Silver Bay with completed variance application.</small>	_____
<input type="checkbox"/> PROPERTY MARKERS ARE LOCATED BY PROPERTY OWNER	_____
<input type="checkbox"/> COPY OF PROPERTY OWNERSHIP RECEIVED WITH APPLICATION (I.E. - the recorded deed)	_____
<input type="checkbox"/> ZONING ADMINISTRATOR NOTIFIED AND COPIED	_____
<input type="checkbox"/> DEADLINE DATE TO ISSUE PERMIT (60 days after city receives VARIANCE application)	_____
<input type="checkbox"/> APPLICATION SENT TO PLANNING/ZONING TO SET PUBLIC HEARING	_____
<input type="checkbox"/> PUBLIC HEARING DATE SET BY PLANNING AND ZONING BOARD	_____
<input type="checkbox"/> AFFIDAVIT OF MAILING TO LOCAL CITIZENS <small>This includes a copy of the notice sent to property owners & a list of parties the notices were sent to. Notices sent to property owners within 250' for all hearings with the exception of rezoning in which notices will be sent to property owners within 500' of the property in this application. This must be done within 10 days before the public hearing but not more than 20 days.</small>	_____
<input type="checkbox"/> AFFIDAVIT OF PUBLIC HEARING PUBLICATION <small>This must be completed 10 days before the public hearing but not more than 20 days.</small>	_____
<input type="checkbox"/> PUBLIC HEARING CONDUCTED	_____
<input type="checkbox"/> PLANNING & ZONING APPROVAL/DENIAL DATE <small>Planning and Zoning Chair must sign application</small>	_____ APPROVED DENIED
REASON FOR DENIAL: _____	
<input type="checkbox"/> COUNCIL APPROVAL DATE <small>Mayor must sign application</small>	_____ APPROVED DENIED
REASON FOR DENIAL: _____	
<input type="checkbox"/> DATE VARIANCE WAS RECORDED WITH LAKE COUNTY	_____
<input type="checkbox"/> DATE VARIANCE PERMIT ISSUED	_____
PROCESS COMPLETED	_____