

NPU-F Variance Checklist

V- _____

Address of variance: _____ Neighborhood: _____
BZA Date: _____

In NPU-F, those requesting variances are asked to meet with their neighborhood association before coming to the NPU general meeting. Information on NPU-F neighborhood associations can be found at <http://npuf.tripod.com/civic.html>.

The following checklist is designed to help you identify information that is generally requested during the variance review process. Please complete this checklist and bring it with you to the neighborhood and NPU meetings. It will be retained at the NPU meeting.

- Summary of variance/s requested:
- Applicant contact information (address, phone, cell, e-mail)
- Property Owner contact information (address, phone, cell, e-mail)
- Proposed builder:
- Gross lot area:
- Lot coverage (current/proposed) in square footage and percentage:
- Principal structure (current/proposed):
 - Floor area square footage
 - Footprint dimensions
 - Height
- Accessory structure/s (current/proposed):
 - Floor area square footage
 - Footprint dimensions
 - Height
 - Note: "standard" NPU-F accessory structure conditions are 1) height limited to 16' from slab to ridge, 2) plumbing limited to hose bib, 3) electrical limited to 60 amps, and 4) support of contiguous neighbors*.
- Site plan:
 - Stamped "received by the city":
 - Trees on property and adjoining properties marked with dimensions and impact of proposed construction on trees reviewed
- Elevations of all proposed changes with dimensions
- Special environmental/topographic issues of property
- Letters/signatures of contiguous neighbor* support provided

* "Contiguous neighbors", in general, refers to the two neighbors on either side of the property, the three neighbors directly across street, and the three neighbors directly behind.