
CITY OF AZTEC

Variance Checklist

All items must be turned into the Planning Department 15 days prior to the Planning Board Meeting.

REC'D MEETS
 CODE

\$50.00 fee with completed Variance Application.

A detailed site map which includes the following:

- Property boundary, all sides
- Street(s) adjoining property and labeled
- Address of property and adjacent properties
- North arrow and scale
- All utility easements
- All utility lines
- Locations of all utility meters
- Existing and/or proposed structures
- Location of improvement
- Setbacks for front, side and rear yards
- Driveway location (required for new addresses)
- Proposed parking area (if different than driveway)
- Location of all drainages

Ownership.

A document that verifies ownership or legal interest in the property (copy of abstract, title certificate, insurance, or contract).

Legal Description.

Includes the legal description or physical address of the property.

Proposed Use.

Statement describing the proposed use of the buildings, structures, premises, etc.

Public Notification.

The Planning Department will generate a list of all property owners within one hundred (100) feet of the exterior boundaries (excluding public right-of-way) and send letters out notifying the property owners of the application for conditional use.