

PROCEDURE FOR FILING A ZONING VARIANCE REQUEST

Persons desiring to file a Zoning Variance should obtain a Variance Request Form from the office of the Township Clerk. This form should be completed with the following information:

Current Date
Applicant's Name, Address & Phone Number(s)
Property Owner's Name
Present Zoning of the Property
Reason for the Variance Request
Legal Description of the Property
Tax Code Number
Other Pertinent Information (i.e., small map, photo,
survey, diagram, etc.)

Return the completed form, with a check for the current Variance Request fee, to the office of the Township Clerk. The check should be made payable to Larkin Township. No action will be taken on a Variance Request, until the form has been completed and the entire fee submitted.

Once the form and fee have been received, the Township Clerk will notify the Chairperson of the Zoning Board of Appeals who will schedule a hearing no later than 45 days from the receipt for the request.