



News Release

FOR IMMEDIATE RELEASE ON: January 1, 2011
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Online Administrative Variance Submittal

The Zoning Division has reactivated the online submittal program for Type 1A and Type 1B Administrative Variances. An applicant will be able to electronically complete and submit the variance application and attach required documents from their personal or office computers. Staff will be notified via Outlook (email) that an application has been submitted.

The applicant will still be required to schedule an appointment with Staff prior to completing their online application, and attend the Variance Public Meeting (VPM) to hear the outcome of their request. During the appointment Staff will provide assistance in determining whether or not the variance is the minimum required and if there are other design alternatives that will negate the need for the application.

For information regarding intake and submittal dates please refer to the following:

➤ **Official 2011 Zoning Calendar**

For information instructions on how to submit applications please refer to the following:

➤ **Submittal Manual/Instructions**