

**NEWTON / NORTH NEWTON AREA PLANNING COMMISSION
VARIANCE APPEAL PROCEDURE**

1. Contact the Zoning Administrator for appeal procedure, application form, submittal requirements and filing deadlines.
2. Submit completed application form, certified ownership list of names and addresses of all owners of all properties lying within 100 feet of the outer limits of the land in question and \$100.00 application fee.
3. The Zoning Administrator will prepare and publish the public notice, notifying the persons listed on the ownership list of the hearing and schedule a hearing date.
4. The Newton / North Newton Area Planning Commission will hold a public hearing allowing input from all in attendance. The applicant or their representative should be present at the hearing to comment and answer questions.
5. The Planning Commission will consider and make findings and decide on the appeal. The decision of the Planning Commission is final.

**NEWTON / NORTH NEWTON AREA PLANNING COMMISSION
VARIANCE APPEALS APPLICATION**

OFFICE USE ONLY
Filing Fee: _____
Signed: _____

Meeting Date: _____

Filing Deadline: _____

Filing Date: _____

Owner: _____

Applicant: _____

Address: _____

Address: _____

Telephone No.: _____

Telephone No.: _____

I HEREBY REQUEST A:

1. Variance _____
2. Temporary Structure & Use Permit _____
3. Substitution of a Nonconforming Use _____

Street Address of Subject Property: _____

Legal Description of Subject Property:

Lot(s) _____ Block _____ Subdivision _____

Present use of land or structure: _____

Proposed use of land or structure: _____

List variance request to Zoning Ordinance:

1. _____
2. _____
3. _____
4. _____

Please state reasons why your request should be granted. (Use back of page if necessary).

I agree to furnish a plot plan or any other information the Zoning Office may require in order for the Planning Commission to reach a decision on the matter before them. Such information shall be brought to the Zoning Office at least ten (10) days prior to the meeting:

Signature of Applicant

Date