

**TOWN OF MAY  
VARIANCE CHECK LIST**

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\_\_\_\_\_ Completed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.

\_\_\_\_\_ Fee as set forth in Chapter 13 of the May Town Code

\_\_\_\_\_ Legal description of the property, including street address, if any, property identification number, and proof of legal ownership

\_\_\_\_\_ Site Plan (and/or Certificate of Survey) drawn to scale showing:

- Property dimensions
- Adjacent roads and location of existing and proposed curb cuts, driveways, and parking spaces
- Location of existing and proposed buildings, including setbacks from lot lines, exterior building dimensions and area square footage
- General existing topographic and soils information
- General existing vegetation and landscaping/screening information
- Location of wetlands (if applicable)
- Location of existing and proposed wells and septic systems (if applicable)

\_\_\_\_\_ If request involves a building, drawing (or photographs) of building elevations showing:

- Height of building
- Exterior building materials and colors
- Floor plan

\_\_\_\_\_ Written statement explaining requested use of the property or building and reasons variance from code standards is needed (hardship). Also address impact on adjacent properties and measures (if any) that will be taken to minimize impacts.

\_\_\_\_\_ Aerial photo of site and surrounding areas.

\_\_\_\_\_ Any other such information as the Zoning Administrator may reasonably require to complete the review of the request

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***NOTE: The Town may waive or modify some of these submittal requirements if appropriate to the specific situation. Please contact the Town Planner, Nate Sparks, at (651) 726-7297 or [nsparks@nacplanning.com](mailto:nsparks@nacplanning.com) if you have questions about specific submittal requirements.***