

APPICANT CHECKLIST

(For Assistance Refer to Applicant’s Guide for Complying With Variance Criteria)

Fill In Circle As Appropriate

How do the proposed work and/or project comply with the Variance Criteria listed below:

A. Are there circumstances relating to soil conditions, shape, or topography of the land or structures (where the variance is being requested) that effects **only** this property/structure, and not other properties in the Neighborhood?

- NO
- YES If yes, please explain what condition(s) exist:

B. Hardship

(1.) Would a literal enforcement of the Zoning Requirements create a hardship, financial or otherwise?

- NO
- YES If yes, please explain:

(2.) If a variance is **not** granted, would the applicant be denied all of the use of the property?

- NO
- YES If yes, please explain:

(3.) Is the hardship self-created?

- YES

- NO If no, please explain:

(4.) Is the hardship personal in nature?

- YES
- NO If no, please explain:

C. Relief

(1.) Can relief be granted without detriment to the public good?

- YES
- NO

(2.) If granted, would the variance nullify or substantially derogate from the intent or purpose of the Zoning Ordinance?

- YES
- NO If no, please explain why:

D. Is your request for the smallest relief possible?

- NO
- YES If yes, please explain:

Signature of the Applicant or Agent for the Owner

Date

- Filing Fee **\$200.00** (Check Made Out to the “City of Holyoke”; Paid in full at the time Application is made; Non-Refundable)
- Advertising Costs Will Be Paid For By the Applicant
- A Printed List of All Abutters Within 300 Ft. Shall Be Obtained From the Holyoke Assessor’s Department
- Completed Application, Signed
- Completed Application Checklist, Signed
- 7 Complete Packages (1 original & 6 copies). Each packet must include all application materials.
- Any Materials Which Will Help In Describing the Zoning Relief Sought
- Photographs, Maps, Plans Are Recommended
- This Form Filled Out & Signed/Dated
- Prior to the issuance of a Building Permit, the Applicant must provide a true photocopy of their Notice of Decision registered with the Registry of Deeds.

Hampden County Registry of Deeds
50 State Street
Springfield, MA 01103
<http://registryofdeeds.co.hampden.ma.us/>

*In accordance with Massachusetts General Law, Chapter 40A, Section 11, the PETITION will be advertised in the local newspaper for two consecutive weeks prior to the public hearing.

Signature of the Applicant or Agent for the Owner

Date

Adopted By the Board of Appeals 05/28/2008