

TOWN OF PINE ISLAND

Variance Submittal Checklist

Use this checklist to assemble a complete application. **An application is not accepted for review until it is complete and the fee is paid.** Staff issues a written completeness determination by the 10th business day after submittal.

REQUIRED ITEMS

Required Item	Applicant	Staff
Completed Variance application (PDO-04)	☐	☐
Existing site plan or survey, drawn to scale	☐	☐
Proposed site plan or survey of the project, drawn to scale	☐	☐
Aerial map of properties adjacent to the subject property	☐	☐
Narrative addressing each criteria for approval included in the PDO	☐	☐
Other supporting documentation	☐	☐
Application fee per the Town Fee Schedule	☐	☐

APPLICANT ACKNOWLEDGMENT

I have reviewed this checklist and confirm the items marked are included. I understand staff may request additional items consistent with the PDO, and that the application expires if missing items are not provided within 45 days of submittal.

Applicant signature	Date	Received by / date