



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
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ZONING VARIANCE SUBMITTAL CHECKLIST

Pursuant to the Land Use & Development Code, Section 4.05.020

- Cover letter that provides a description of the proposal.
- Proof of Ownership (owner & encumbrance report) for subject property
**If applicant is not the property owner, notarized consent of the property owner is required.*
- Site Plan
**Site plan shall be drawn to scale and depict the locations and boundaries of existing and proposed lots and/or structures.*
- Names and addresses of owners of record (not lessees) of adjacent properties, submitted either printed on mailing labels or as an Excel spreadsheet.
- Zoning Variance Fee