

# APPENDIX A

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Request Number: \_\_\_\_\_

### VARIANCE REQUEST FORM

This Variance Request Form shall be submitted to and approved by the Engineering Division before an Infrastructure Permit will be issued. Additional pages may be added as needed.

OWNER AND PROPERTY INFORMATION	
Applicant/Owner Name:	Phone:
Address:	Email:
City:	State: Zip:
Engineer Name:	Phone:
Address:	Email:
City:	State: Zip:
PROJECT AND VARIANCE INFORMATION	
Project Name:	
Infrastructure Permit No.:	Development Permit No.:
Site Street Address:	
Site Legal Description:	
Town Standards or Code to be Varied (list Sections and specific requirements):	
VARIANCE JUSTIFICATION	
1. Provide the variances proposed to replace the Standards or Code and technical sources to support the variances.	
2. Provide an explanation of why the variance is necessary for the reasonable use of the property. Include special or unusual conditions which justify the variance and alternatives considered that would meet the Standards/Code.	
3. Summarize impacts to safety and traffic & explain how the variance will not unacceptably compromise public safety, health, & welfare.	

4. Explain how the variance is not contrary to best engineering practices to the intent and general purpose of the Engineering Standards.

5. Explain how the variance will not result in a significant impact to the public due to maintenance of the improvements.

6. Describe proposed mitigation measures, if applicable and/or necessary.

**CERTIFICATION SIGNATURES**

Stamp and Signature  
of Design Engineer:

Date:

Variance Request Status: Granted \_\_\_\_\_ Denied \_\_\_\_\_

Reason for denial: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

