

**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:

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**B.** Hardship

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

- NO
- YES If yes, please explain:

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(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:

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(3.) Is the hardship self-created?

- YES

- NO If no, please explain:

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(4.) Is the hardship personal in nature?

- YES
- NO If no, please explain:

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**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:

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**D.** Is your request for the smallest relief possible?

- NO
- YES If yes, please explain:

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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.

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Signature of the Applicant or Agent for the Owner

Date

Adopted By the Board of Appeals 05/28/2008