



**TOWN OF MADISON**  
**PRELIMINARY REVIEW for VARIANCE APPLICATION**

**Address:** \_\_\_\_\_

**Assessor's Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zone:** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_

**Proposed Activity** (describe all proposed work): \_\_\_\_\_

**DESIGNATED CONTACT** (this form will be returned to the person designated here):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_

**RECORD OWNER or APPLICANT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING:**

- Site Plan *drawn to scale* clearly indicating all **existing and proposed** structures on the property.
  - Lot lines with dimensions
  - All existing buildings/structures with dimensions
  - All proposed buildings/structures with dimensions, and coverage and floor area in sq. ft.
  - Distances to lot lines for all proposed buildings/structures/additions
  - Critical coastal resources, tidal or inland wetlands, watercourses
  - Location of well and septic system
- Elevation drawings (all four sides) clearly indicating both existing and proposed construction with dimensions. (When existing and proposed construction are not shown on the same elevations, the separate elevations must be drawn at the same scale.)

**For Office Use :**

- Information incomplete - see attached.
  - Zoning Approval Denied – Sections of Regulations not met: \_\_\_\_\_ **See attached information.**
    - Coastal Site Plan Review is required.  Coastal Site Plan Review is not required.
- Please review section number and specific noncompliance information prior to completing a variance application. Any discrepancy should be addressed *prior* to submission of a variance application. If variances sought differ from those identified, the hearing will be delayed.**
- The Madison Health Department should be contacted for review for Public Health Code compliance prior to submission of a variance application.
  - The Engineering Department should be contacted for review for Flood Ordinance compliance prior to submission of a variance application.

**Note: If a variance application is submitted, it is expected that the plans will be the same as those submitted for preliminary review. Please notify the office at the time of submission of any difference in the plans. A change may require that the preliminary review process be repeated in order to verify any areas of noncompliance.**

Proposal complies with Zoning. No variance is required.

Signed: \_\_\_\_\_ (Zoning Enforcement Officer) Date: \_\_\_\_\_