

# **“BZA”**

## **Bedford Board of Zoning Appeals**

### **Materials Needed For Hearing Process**

- All requested information completed in entirety (signed & dated) of the Bedford Township Board of Zoning Appeals (BZA) – “Application for Variance”.
- Detailed Site Plan (a drawing/illustration with noted boundary/property lines, distances/measurements, all present & proposed building whether attached/detached, coupled with natural topographical features (ponds/ditches/valleys/etc.) [nine (9) copies needed]. Secondly, please “stake outline” of specific project.
- Legal Description of property parcel(s).
- Letter (signed & dated) from applicant giving appropriate background information, description of variance(s) sought, the miscellaneous circumstances affecting your proposed request, and your “hardship or practical difficulty”. Please be very detailed and specific in this letter.
- Construction/Building Plans (nine [9] copies) if applicable.
- Optional: In the event you request someone to act on your behalf, the “Authorization-To Act As Agent” form, must be entirely completed. Note this form must be notarized with official seal being evident.
- Application Fee (\$275.00) for Board of Zoning Appeals (BZA) Hearing.
- Signed and dated letters of support for proposed variance(s) from neighbors.
- Other information and material deemed necessary by Bedford Township Representatives.

