

BEDFORD TOWNSHIP SUPERVISORS

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JANIE L. MCMILLEN
Secretary/Treasurer
DORINE M. SMITH
Assistant Secretary

SUPERVISORS

GREGORY L. CRIST
DEAN H. SHULLER
RICKY P. FETTER

VARIANCE REQUEST INFORMATION LIST

VARIANCE REQUIREMENTS ARE AS LISTED

Residential Setback: 35 ft from Roadway- 15 ft Side & Rear

1. A DRAWING OF WHAT'S EXISTING WITH PROPOSED AND THE MEASUREMENT FROM THE PROPOSED STRUCTURE TO THE ADJOINING PROPERTY LINES.
ROADWAYS: 16 ½ ft from center of roadway, then add the appropriate setback.
2. IF THE MEASUREMENT SHOWS YOU ARE NOT WITHIN THE REQUIRED SETBACK OF THE ADJOINING PROPERTY OWNERS, YOU WILL NEED THE FOLLOWING:
 - A. THE DRAWING ALONG WITH A BRIEF DESCRIPTION OF THE EXACT AMOUNT OF ENCROACHMENT TO THE ADJOINING PROPERTY OWNER OR OWNER'S, FOR WHICH YOU ARE REQUESTING THE VARIANCE FROM.
 - B. ALSO ON THE DRAWING WITH THE DESCRIPTION YOU WILL NEED NOTARIZED SIGNATURES OF ALL ADJOINING PROPERTY OWNERS THAT WILL BE EFFECTED BY YOUR VARIANCE REQUEST, THIS INCLUDES ALL SIGNATURES THAT APPEAR ON EACH OF THE PROPERTY OWNER'S DEEDS.
 - C. THIS REQUEST MUST THEN BE PLACED ON THE AGENDA OF A TOWNSHIP SUPERVISOR'S MEETING FOR APPROVAL.
 - D. IF APPROVAL IS OBTAINED, A LETTER WILL THEN FOLLOW FROM THE TOWNSHIP SUPERVISORS OFFICE STATING SUCH APPROVAL.
EACH PROPERTY OWNER INVOLVED WILL NEED TO RECORD A COPY OF THE APPROVED VARIANCE, AND REFERENCE THEIR DEED NUMBER.
YOU WILL NEED TO KEEP A RECORDED COPY WITH YOU DEED.
 - E. YOU WILL THEN NEED TO APPLY FOR A PERMIT THRU THE TOWNSHIP OFFICE, FOR THE ABOVE REFERENCED PROJECT.

THIS WILL BECOME A LEGAL PORTION OF YOUR DEED.

VARIANCE REQUEST

A DESCRIPTION OF WHATS BEING PROPOSED, THE PROPERTY OWNERS NAMES AND ADDRESSES INVOLVED, THE ENCROACHMENT AMOUNT ON THE SETBACK YOU ARE REQUESTING A VARIANCE FOR; AND NOTARIZED SIGNATURES THAT ARE ON ALL DEEDS.

ATTACH DRAWING to SEPARATE PAGE

Signature	Date
Signature	Date
Signature	Date
Signature	Date

NOTARY

COMMONWEALTH OF PENNSYLVANIA : SS
COUNTY OF BEDFORD :

On this, the ____ day of _____, 20____, before me, the undersigned officer, personally appeared _____ of _____, known to me(or satisfactorily proven) to be the person (s) whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

NOTARY PUBLIC

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COUNTY OF BEDFORD :

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NOTARY PUBLIC

Bedford County Recorder of Deeds

Recorder _____ Date _____
Deed Book _____ Page _____

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