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Karen Pohl, Clerk/Treasurer  
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## VARIANCE HEARING

I need the following items returned to me **by 5:00 p.m. on the last Thursday of the month** in order to have a hearing on the fourth Monday of the following month (except that no hearings are held in December):

1. The completed petition;
2. A legal description of the parcel;
3. A scale drawing, plot plan, or survey map showing all footages and depicting all existing and proposed structures; and,
4. A check payable to the Town of Lima for \$400.00.

NOTE: Members of the Board of Appeals will be visiting your property in the 2 weeks before your hearing. **Please try to have stakes marking any proposed new structures**, so that they can see the layout to help them make an informed decision at the hearing. Thank you!

If you have any further questions, please feel free to give me a call.