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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 \$225.00.

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.