



PROCEDURE POLICY AND APPLICATION FOR SETBACK VARIANCES

What is a Variance? A variance is a form of relief that is granted when the application of a Township Ordinance results in peculiar or unusual practical difficulties to a property owner. The Board of Supervisors may grant a variance if it concludes that strict enforcement of this ordinance would result in unnecessary hardships for the applicant. The Board of Supervisors in granting a variance shall ensure that the spirit of the ordinance is maintained, public welfare and safety are ensured, and that justice is done fairly for all parties.

1. Complete Setback Variance Application.
(Incomplete applications, and /or applications not notarized, will be returned to the applicant for completion)
2. Make sure that the sketch drawing on the application includes distances.
3. Submit Application and applicable fee to the township office at least **ten days prior** to the Oakland Township Board of Supervisors Regular Monthly Meeting.
(Current monthly meetings are held the first Wednesday of the month beginning at 7:00 p.m. at the Oakland Township Municipal Building, 565 Chicora Road, Butler, PA 16001)
4. The Oakland Township Board of Supervisors will require that a representative for the applicant be available at the meeting to answer any questions they may wish to have addressed.
5. The Board of Supervisors will consider the application for variance and shall approve, with or without conditions, or disapprove the application.
6. Applicant will receive a communication from the Township Secretary with the Board of Supervisors decision as to whether or not the variance was granted and any conditions that the Board may have placed with the granting of the variance.
7. **It is important to note that any fees incurred by the municipality in consideration of the variance (ex: solicitor or engineering fees) will be reimbursed by the applicant REGARDLESS of whether or not the variance is granted.**
8. **When a Variance is denied by the Oakland Township Board of Supervisors, the Variance will not be reconsidered for a period of one year following the date of denial.**

Variations are only granted when the applicant has shown good and sufficient cause and there is a determination that failure to grant the variance would result in exceptional hardship to the applicant. The Oakland Township Board of Supervisors must act in the best interest of the public.