



## Variance Application Checklist

Appendix A(L) from PCWRA's Code of Rules and Regulations: Variance: Businesses eligible for a variance may include facilities in which, other than the heating of precooked meals, no cooking will take place at any time, and where food is served only in disposable containers, i.e. no dish washing will occur at any time. A cost-benefit analysis will be conducted for every variance request and will be reviewed by the PCWRA Board prior to the decision whether to issue a variance. The requesting party will bear the cost of such cost-benefit analysis. Variances must be renewed annually. Any changes in operation must be reported to PCWRA. A cost-benefit analysis will not be required prior to renewal unless a change has occurred that may occur that may increase the organic strength of the effluent. The variance is not transferrable. The variance will be terminated if the business no longer adheres to the criteria above, or if an accumulation of FOG is detected in the wastewater collection system immediately downstream from the FSE. The property owner and the business owner will be jointly and severally responsible for any penalties and for the cost of installing an exterior OGI.

### **The following must be submitted prior to consideration of a variance request:**

- Description of the operations at the food service establishment on a company letterhead with the owner's signature. Include the type of food, methods of cooking, and the scope of equipment maintenance and cleaning. Please include a revenue/expense report that justifies the number of drinks/meals expected to be served. This can be the same document that was submitted for a loan. Clearly state your justifications for a variance.
- Dated copy of a menu and/or proposed menu changes.
- Stamped plumbing plans, specifications and drawings from a licensed engineer, including those of the interceptor which follows PCWRA's design and specifications of an approved interceptor. **Note: plans MUST include the scope of work for installing the oil/grease interceptor. If these are not submitted, the variance application is invalid. The plans should align with the itemized quote submitted.**
- Itemized quote from a licensed engineer or contractor describing the construction, interceptor purchase and installation, and any other relevant costs that contribute to this variance request.
- Completed and signed Food Service Application
- Completed and signed Variance Application
- Non-refundable Variance application fee of \$200, **each time** the application is submitted. **Incomplete applications will be returned.**

**Note: A variance application will NOT be accepted or reviewed unless all items listed have been submitted in COMPLETED form.**