

VARIANCE

Case#: VC-____-____

Proj. Name: _____
(Fee Agreement)

<u>APP.</u>	<u>TOWN</u>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of minor subdivision plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Explanation Letter Identify the variance being requested, cite the portion of the Town Land Use Code from which relief is requested, and explain why the variance is required. Address how the granted variance would not harm the public good, create conflict with the Town Comprehensive Plan or impair the Town Municipal Code.	<input type="checkbox"/>
<input type="checkbox"/> Map Town Staff will dictate map requirements based on variance requested. Unless otherwise directed by Staff, provide a scale drawing of the property affected by the variance request with existing and/or proposed setbacks from adjacent lot lines or structures, and any other information to assist the Board of Adjustment in understanding the request.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 300 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes 1 set of stamped, addressed, certified (return receipt requested) envelopes. Must have the Town's address as the return address and be addressed to all property owners in above report.	<input type="checkbox"/>

Submit documents above with a copy of this form and a completed Land Use Application.

Date Submitted to Town: _____

TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

<p>Set Public Hearing and Complete Public Notification Town Clerk must publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of advertising and the date of posting the property.</p> <p style="text-align: center;">Date of Public Hearing: _____</p>	<input type="checkbox"/>
<p>Referral Agency Notification Town Clerk must send notice of public hearing to the applicant, all property owners of record within 300 ft. of the property in question, all mineral interest owners of record, oil and gas lessees for the property, and to the appropriate referral agencies no less than 45 days before the hearing.</p>	<input type="checkbox"/>
<p>Board of Adjustment (BOA) Public Hearing and Action The BOA will make the decision on variances at a regular meeting of the BOA that includes a Public Hearing. The decision will be based on variance review criteria (§16-3-9.G.). Variances granted must be recorded with the Larimer County Clerk and Recorder at the expense of the Applicant.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>