



Planning Department
970-224-3211

VARIANCE TECH FORM

Project Name:

APP.	TOWN
<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"/>

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"/>



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LAND USE APPLICATION

Project Name: _____

I. Application is made for:

- | | |
|--|---|
| <input type="checkbox"/> Administrative Plat \$50 | <input type="checkbox"/> Planned Development Overlay \$500 |
| <input type="checkbox"/> Administrative Waiver \$100 | <input type="checkbox"/> Preliminary Plat \$500 + \$10 per lot over 25 lots |
| <input type="checkbox"/> Annexation Application \$500 + 150 per acre | <input type="checkbox"/> Rezoning \$500 |
| <input type="checkbox"/> Annexation Petition \$500 + \$300 per acre | <input type="checkbox"/> Sketch Plan \$250 |
| <input type="checkbox"/> Comprehensive Plan Amendment \$250 | <input type="checkbox"/> Site Plan \$500 |
| <input type="checkbox"/> Conditional Use \$100 | <input type="checkbox"/> Variance \$50 |
| <input type="checkbox"/> Final Plat \$500 | <input type="checkbox"/> Wireless Telecom Facility \$250 |
| <input type="checkbox"/> Minor Subdivision \$100 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Modification to Prior Approval \$250 | |

II. Project Name: _____

- Signed Fee Agreement; New Agreement Amount: \$ _____ or Use Existing

III. Contact information: *(please attach any additional contacts)*

Owner: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____
Applicant: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____

IV. Property Description:

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

V. Purpose of Application: *(please attach any additional information)*



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LAND USE APPLICATION

Project Name:

VI. Certification: *Must be signed with **BLUE INK**.*

OWNER CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

APPLICANT CERTIFICATION OF COMPLETED APPLICATION

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Signed: _____ Date: _____
