

42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
719-481-2953 - Office

<b>Office Use Only</b>	
Case Number:	_____
Date:	_____
Fees:	<u>\$200</u> (non-refundable)
Check #:	_____
Rec'd By:	_____
Application Complete:	_____

*Note: Allow up to 10 days for review and requires a minimum of 15 days for publication and property posting.*

## Variance Application Form

Name of Applicant/Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Legal Description or Address: \_\_\_\_\_  
*Tax Schedule #*

***This is a Variance*** – A deviation from Subdivision or Zoning Regulations. This consists of a written request which, if it affects the design of a subdivision, must be so noted on the appropriate Plat.

Please fill out the appropriate submission checklist to complete the application.

Current Zoning and Uses of Surrounding Property:

N:	_____	_____
E:	_____	_____
S:	_____	_____
W:	_____	_____

State your variance request exactly as you would like it approved, including the benefit to yourself, neighborhood and the community.

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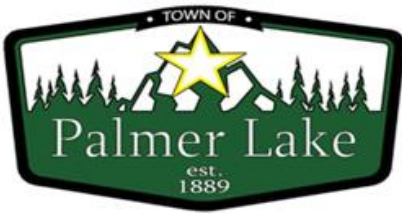
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Please state the regulation/code that directly relates to the variance request.

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Explain how the variance would benefit to the health, safety, appearance, and general welfare of the community, if granted.

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Explain how adjacent properties will be affected if the variance is granted.

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State how strict application of the zoning would place an unusual and unnecessary hardship on you and/or other parties involved.

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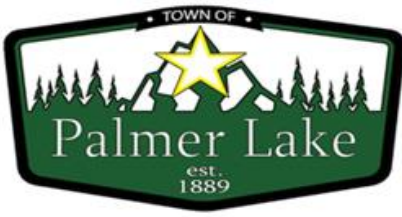
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Do you own any adjoining lots? If so, how many and what are the square footage of these adjoining lots?

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**As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.**

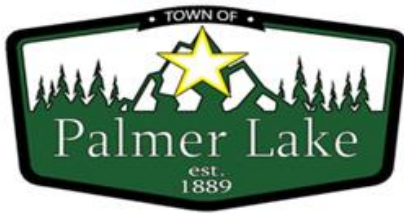
**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the applicant is not the owner:

As owner of the above property, I agree to this application.

**Owner – Print:** \_\_\_\_\_

**Owner – Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## PROCEDURAL CHECKLIST

All applications must be submitted to the Town office 30 days before the Board of Adjustment meeting. Board of Adjustment meetings are held the 1st Tuesday of each month as need, or as otherwise posted date.

*All submittals must be in compliance with the corresponding Palmer Lake Municipal Code.*

### **Submittal Requirements**

- ✓ Application
- ✓ Plot Plan or Site Plan. A dimensioned plan that provides a graphic representation of the subject property and the adjacent streets and properties, showing all of the following:
  - The boundaries of the parcel proposed for a variance, based on the legal description, and using a scale of one-inch equals 100 feet or larger.
  - Existing buildings and structures on the parcel, including all property line setback measurements.
  - Related physical conditions that may influence the variance request.
  - Adjacent properties and parcels, including information on their existing zoning, existing land use(s), and existing project/property names, if known.
  - Adjacent streets, including street names, right-of-way widths.
- ✓ An ILC (Improvement Location Certificate) will be required **BEFORE** and **AFTER** construction and be filed with El Paso County Clerk/Recorder by applicant when completed.
- ✓ All requested set back variances must be shown depicting distance from the property boundary to the outer edge of the roof eaves (provide a “bird’s eye” view).
- ✓ Applicant is responsible for locating and marking property (boundary) corners and staking the area of the proposed variance. Stakes must be painted orange or have red flags attached. Utility locates must be called for and marked properly.
- ✓ Upon receipt and review of the Application, the Town will prepare and place a sign on the property posting the meeting date/time. The sign must be left in place until after the Board of Adjustment meeting/hearing.

Note: If the applicant is different than the property owner, applicant must provide a notarized letter giving permission to be the representative in this action.