
ADMINISTRATIVE VARIATION APPLICATION AND CHECKLIST

This application is for minor variations to dimensional or numeric standards for development applications that have received final approval. The following information is required in order for the application to be accepted. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

1. **Application Fee:** An application fee of \$60 is required. The application fee must be paid prior to approval of the administrative variation.
2. **Application Checklist:** A copy of this checklist verifying items included with the submittal.
3. **Application:** Complete the application form provided with this checklist.
4. **Site Plan:** drawn to scale with lot dimensions, containing the following information:
 - a. North arrow identified;
 - b. Property lines or boundaries;
 - c. All easements shown and labeled;
 - d. Footprint of the building(s) with square footages labeled;
 - e. Setbacks to proposed building improvements;
 - f. Parking areas for non-residential buildings.
5. **Other Items, if applicable:**
 - a. Letter of approval from the HOA or property management company;
 - b. Architectural elevations for building related variations;
 - c. Other items as requested by City staff based on specific variation requested.

APPLICATION

Approval of an administrative variation is discretionary. The Current Planning Manager may approve, approve with conditions, or deny a variation request regardless of compliance with the findings listed in Section 18.17.15.01 the Municipal Code.

Applicant Information

Name:	Phone:
Address:	
City, State:	Zip Code:
Email Address:	Preferred Method of Contact: Phone Email

Variation Request

Type of Variation:	Setbacks Non-Residential Floor Area Building Footprint Open Space	Parking Location of Building Other, describe below
Description of Variation:		
Reason/Justification for Variation:		

Setback Variation Information

The Administrative Variation process can be used for the following setback requests:

- Setback decreases from internal lot lines up to 20% of the original setback distance, provided the Building Code requirements are met.
- Setback decreases from external lot lines adjacent to streets, up to 10% of the original setback distance.
- A reduction up to 10% of the minimum distance between buildings, provided the Building Code requirements are met.

A request to reduce the setback by more than the above percentages requires a Variance Application that must be submitted and reviewed by the Zoning Board of Adjustment.

Applicant's Signature

By signing this application, I hereby acknowledge that the information provided is correct and complete.

Signature _____ Date _____

Printed Name _____