
VARIANCE

SUBMITTAL CHECKLIST

A variance is an authorization to depart from the strict application of standards in Municipal Code Title 18, Unified Development Code (UDC). 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.

1. **Application fee:** An application fee of \$460.00 is required. The application fee must be paid prior to receiving the City's review comments for the variance.
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. **Vicinity Map** identifying the property within the neighborhood context, including the nearest major cross streets and North arrow.
5. **Findings Report:** Complete the Findings Report provided with this checklist.
6. **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;
7. **Setback Certification** may be required if the property lines cannot be clearly identified. The Planning office may consider alternative evidence in lieu of a setback certification, which can include but is not limited to the following:
 - Location of property pin(s)
 - Approved building permit site plan
 - Demonstration of the accurate location of property line
8. **Other Information Relevant to the Variance Request:** This could include supplemental drawings, photographs, HOA approval letter, letters of support from neighbors, or other information that you would like City staff and the Board of Zoning Adjustment to take into consideration in reviewing the variance request.

9. **List of Surrounding Property Owners:** Names and addresses of all surface owners of record property that fall wholly or partially within a 150-foot radius of the property. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing.
10. **Affidavits of Notice** for posting signs and sending letters prior to the public hearing. *Affidavit Templates* are available on the City's Current Planning website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.

APPLICATION

Applicant Information

Name:

Phone:

Address:

City, State:

Zip Code:

Email Address:

Preferred
Method of
Contact

Phone

Email

Variance Request

Address of Property in which the Variance is Requested (if different than above information):

Describe the
requested variance.

List all existing
structures on the
property.

Applicant's Signature

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

Signature _____

Date _____

Printed Name _____

Findings Report

For each finding below, please provide a detailed justification on how the variance request complies with the finding.

Finding	Justification
1. Granting the variance will not substantially conflict with any adopted plans or policies of the City, or the purposes or intent set out in the Unified Development Code.	
2. There are exceptional conditions creating an undue hardship, that are specific only to the property involved or the intended use, which do not generally apply to the other properties or uses within the same zone.	
3. The Applicant cannot derive a reasonable use of the property without approval of the request variance.	
4. Granting the variance will not set a precedent for other applications.	
5. Granting the variance will not be detrimental to any adjacent properties or the area.	
6. Granting the variance will not be detrimental to public health, safety, or welfare.	