



VARIANCE REQUEST

FOR TOWN USE ONLY			
Date Received: _____		Received By: _____	
Fee: _____	Check #: _____	Received By: _____	
Date Accepted: _____		Accepted By: _____	

TO BE COMPLETED BY APPLICANT

Applicant Information

(If additional owners or applicants, please attach contact information to this application)

Name(s): _____
 Street address: _____
 Mailing address: _____
 Phone: _____
 Email: _____

Record Title Owner(s) of Property (if different from applicant)

Name(s): _____
 Street address: _____
 Mailing address: _____
 Phone: _____
 Email: _____

Property Information

Legal Description:
 Lot/Block/
 Subdivision _____
(If the property is in metes and bounds, please attach copy)

Lot	Block	Subdivision

Physical Address of
 the Property

- Zoning District:
- | | | |
|--|--|---|
| <input type="checkbox"/> Rural Residential | <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Mixed Residential |
| <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Town Core | <input type="checkbox"/> Highway Corridor |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Community Facilities | <input type="checkbox"/> Planned Unit Development |



Variance Information

Attach additional pages if necessary to completely answer questions.

Describe the variance requested:

Are there existing uses on the property, and if so, what uses already exist?

Yes

No

Describe the effects, if any, of this proposed variance on adjacent property:

Explain the undue hardship or exceptional practical difficulty imposed on your property and why the proposed construction cannot take place within the framework of the stated code requirements. Briefly note how topography, shape of the property, existing buildings, or other extraordinary or exceptional practical difficulty caused this hardship.

Describe the overall topography of the subject property, making note of any slopes present on the property. Note any unusual features, especially in the area of the variance request, and their cause, either naturally occurring or man-made.

Describe any natural drainageways on the subject property.

How will the existing utility service or utility easements on the subject property be affected?



Additional Requirements

- Proof of ownership (deed, title insurance)
If the owner/s of the property is/are different from the applicant, then a notarized letter consenting to this proposal, signed by the owner/s of record, must be submitted with this application.
- Legal description (Rio Blanco County Assessors Property Card)
- Variance Request Fee
- Map, site plan or plat/ILC
- Context/vicinity map
- Agreement of Payment Form

Acknowledgement

I hereby certify that the information provided in this application is true and correct to the best of my knowledge.

Signature of Applicant

Date

Signature of Co-Applicant

Date

NOTE: This Variance request will require a Public Hearing with the Planning Commission. The Planning Commission meetings are scheduled on either the 2nd or the 4th Mondays at 7:00 pm. It is expected that the applicant/s or their authorized agent will attend the Public Hearing.

An incomplete application will not be accepted and will be returned to the applicant for completion and resubmittal. Please call Town Hall 970-878-5344 if you have any questions.

This application is only a request for review. Acceptance of the completed application does not constitute acceptance or rejection of the request. The applicant bears all risk for any action taken with respect to the property.

Ex Parte Disclosure: Please note that it is inappropriate to personally contact any individual Board of Trustee or Planning Commission member while an application is pending. Such contact is considered ex parte communication and will have to be disclosed as part of the public hearings on the matter. If you have any concerns, you should contact staff, write a letter, or present your concerns at the public meeting so your comments can be made part of the record.