



VARIANCE APPLICATION

OFFICE USE ONLY		SUBMITTAL DATE
TYPE OF VARIANCE:		
CASE NO:		
FEES COLLECTED:	STAFF INITIALS:	

SECTION 1—PROPERTY OWNER/APPLICANT INFORMATION

Property Owner/Applicant: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

SECTION 2—PROPERTY INFORMATION—Property Information required below can be found on the Douglas County Assessor website at www.douglas.co.us/assessor/. Please print a copy of the Assessor’s page and submit it with your presubmittal review request.

State Parcel Number (SPN): _____ Parcel Size: _____
 Legal Description: _____
 Site Address: _____

SECTION 3—BRIEF DESCRIPTION OF PROJECT AND PROPOSED VARIANCE

SECTION 4—CERTIFICATION

To the best of my knowledge, this Variance Application is correct and complete.

Property Owner Signature: _____ Date: _____

Applicant Signature (If different than Property Owner): _____ Date: _____

SECTION 5—VARIANCE INSTRUCTIONS

- _____ 1. A properly completed application and fees are due at the time of submittal.
- _____ 2. The establishment of a hardship shall be clearly demonstrated by the applicant. Variance approval criteria are outlined in the City of Castle Pines North Zoning Ordinance, Section 2603, Variance Approval Conditions:
 - 2603.01 A variance shall be granted only upon the finding that a strict application of this resolution causes peculiar and exceptional practical difficulties or exceptional and undue hardship by reason of exceptional narrowness, shallowness, or shape of a specific piece of land or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the land. [*§30-28-118(1)(c), C.R.S.*]
 - 2603.02 The applicant shall provide reasonable and adequate evidence that the variance request is not a self-imposed hardship which can be rectified by means other than relief through a variance.
 - 2603.03 A variance may be granted provided that no substantial detriment to the public good is created and that the intent and purpose of this Resolution are not impaired.
 - 2603.04 The concurring vote of four members of the Board of Adjustment shall be necessary for a variance.
- _____ 3. Scaled Plot Plan on 8.5” x 11” paper, 11” x 17” maximum, showing your home and street frontage(s), proposed encroachment(s) (if applicable), all applicable setback measurements, all neighboring parcels and homes, with distances from those homes to your property line, and a north arrow.
- _____ 4. Any pictures, drawings, or information that will assist the Board in making their decision.
- _____ 5. The posting of property will be the responsibility of the applicant. All signs must be posted 15 days prior to the scheduled date of hearing. The City of Castle Pines North will have the Variance Sign available for pick-up one-week prior to the mandatory posting date. The sign will be erected on posts, outside, no lower than four (4) feet above natural grade. The sign will be legible from the nearest dedicated public right-of-way.
- _____ 6. Immediately upon posting, take a legible photograph of the sign and adhere it to the ‘Certification of Posting’ form.
- _____ 8. The Variance must be approved by a favorable vote from at least four of the present members.

APPLICATIONS MAY BE REMOVED FROM THE BOARD OF ADJUSTMENT AGENDA IF DIRECTIONS ARE NOT FOLLOWED.