VARIANCE APPLICATION INFORMATION

City of Lakewood

Planning Department
Civic Center North
480 South Allison Parkway
Lakewood, CO 80226-3127
Voice: 303-987-7505
Fax: 303-987-7990
http://www.lakewood.org/planning

TYPES OF VARIANCES

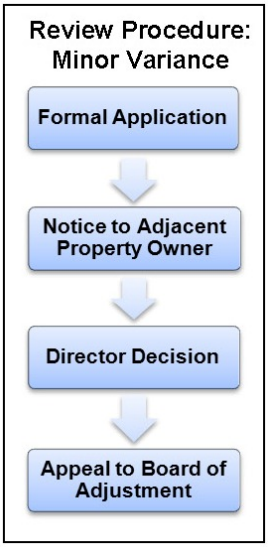
Reference Section 17.2.4
Lakewood Zoning Ordinance

Applicants may request a variance to a dimensional standard in Articles 5, 6, 7, 8, 9 and 10 of the Lakewood Zoning Ordinance or a similar standard in an official development plan due to an extraordinary or exceptional situation or condition. Two different types of variances exist:

Minor Variance

A minor variance shall apply when a variation of less than 20% to a numerical dimensional and development standard is proposed.

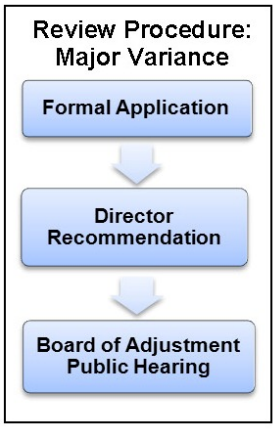
The Director will review the application and render a decision to approve, approve with modifications, or deny the application based on the review criteria provided in the application. Applicants are required to notify owners of property immediately adjacent to the subject property, whereby comments received will be included in the assessment. The applicant may appeal the Director's decision to the Board of Adjustment in a public hearing.



Major Variance

A major variance shall apply when a variation of 20% or more to a numerical dimensional and development standard is proposed.

The Director will review applications and render a recommendation to the Board of Adjustment to approve, approve with modifications, or deny the application based on the review criteria provided in the application. Applicants are required to provide notification for the public hearing, including posting signs on the property, and notifying owners of property within 300 feet and registered neighborhood organizations within 1/4 mile of the subject property. The Board of Adjustment will review and render a final decision following a public hearing.



An applicant shall submit an application for any variance in conjunction with the review of a site plan or a zoning review. Please note that the application and all submittal requirements are necessary prior to a decision or scheduling a hearing. Your responses to these criteria will be used to review your application, and you must respond to all criteria in order for this application to be deemed complete. Please examine the Zoning Ordinance prior to addressing the criteria.

VARIANCE APPLICATION FORM

City of Lakewood

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APPLICANT INFORMATION

Name: _____ Phone: _____

Firm: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

PROPERTY OWNER INFORMATION

Owner Name: _____ Existing Use: _____

Property Address: _____ Property Size: _____ Acres

Existing Zoning: _____ if a PD, give ODP Name: _____

Legal Description:

VARIANCE TYPE

Variance Type: Minor ☐ Major ☐

Description of standard to be varied:

SUBMITTAL CHECKLIST: See reverse side for additional information*

Site Plan ☐ Elevations ☐ Filing Fee **Select Fee** Address Labels ☐ Warranty Deed ☐

Authorization Letter (if applicant is not the property owner) ☐ Other: _____

*Please note that the application and all submittal requirements are necessary prior to scheduling a hearing. You must respond to all five criteria listed on the reverse side of this form in order for this application to be complete.

Prior to submitting a variance application, you must discuss the variance with a planner. If a discussion has not yet taken place, please contact the Planner of the Day at 303-987-7571 before submitting this application.

With which planner did you meet?: _____ Date of Discussion: _____

For Staff to Complete

Submittal Date: _____ Accepted By: _____ BOA Hearing Date _____

Case Number: _____ Project Manager: Select Planner

Section 17.2.4 of the City of Lakewood Zoning Ordinance outlines the standards to be considered when a variance is requested. The standards are listed below.

Please address all five of the criteria listed below and describe how this variance request complies with each.

A) By reason of exceptional narrowness, shallowness or shape of a specific piece of property, topographical conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of the regulation would result in peculiar and undue practical difficulties for, or peculiar and unnecessary hardship on, the owner of the property:

B) The extraordinary and exceptional situation or condition on the property that is stated as the reason for the proposed variance is not self-imposed because:

C) The proposed variance, if granted, complies with the purpose and intent of the standard to be varied and generally observes the spirit of the Zoning Ordinance because:

D) The proposed variance, if granted, will not substantially impair the appropriate use or development of adjacent property because:

E) The proposed variance is the minimum variance that will afford relief with the least modification possible of this Zoning Ordinance:

CERTIFICATION: I hereby certify, by entering 'YES' in the box below that, to the best of my knowledge and belief, all information supplied with this application is true and accurate and that consent of those persons listed above, without whose consent the requested action cannot lawfully be accomplished, has been granted. Additional permission is hereby granted to the City of Lakewood staff to physically inspect the subject property and take photographs as necessary for preparation of the case.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Please click the SUBMIT button to send an e-mail using your client program (e.g. Outlook, Apple Mail, Lotus Notes).

If you are using a web based e-mail program (e.g. Hotmail, Yahoo, Gmail, Comcast.net) please save this form with the SAVE FORM button below and continue by using your web browser to create an e-mail and attach this form.

Please use ONLY Adobe Acrobat Reader or Adobe Acrobat Pro as third party applications do not work correctly.

If this form or e-mail fails for any reason, please contact us at PlanningForms@lakewood.org or 303-987-7505.

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