

VARIANCE APPLICATION FORM

APPLICANT INFORMATION

Name: _____ Phone: _____
Company: _____ E-Mail: _____
Address: _____
City: _____ State: _____ Zip: _____

PROPERTY OWNER AND LAND USE INFORMATION

Owner Name: _____
Property Address: _____ Existing Use: _____
Property Size: _____ Acres Existing Zone District: _____

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 _____ Vesting 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.

☐ Consultation Meeting or Discussion with a Planner. This is required prior to submitting a variance application.

Date: _____ Planner: _____

For Staff to Complete

Submittal Date: _____ Accepted By: _____ BOA Hearing Date _____
Case Number: _____ Project Manager: _____

Section 17.2.5.3 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.

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

All information, both paper and electronic submittals (including fee) must be submitted by Thursday to be considered a complete application. For plans larger than 5 Mb, please use our dropbox at <https://spaces.hightail.com/uplink/Lakewood-Planning> or call us at 303-987-7505 for further instructions.

*Please click the **SUBMIT** button to send an e-mail using your client program (e.g. Outlook, Apple Mail, Lotus Notes). Remember to attach all other required additional documents. If you are using a web based e-mail program (e.g. Hotmail, Yahoo, Gmail, Comcast.net) please save using the **SAVE FORM** button below and continue by using your web browser to create an e-mail and attach this form and all other required electronic documents.*

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

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