



**CITY OF LONGMONT
BOARD OF ADJUSTMENT
AND APPEALS APPLICATION**

ACCELA FILE #: _____
RECEIVED: _____
RECEIVED BY: _____
AMOUNT PAID: _____

<input type="checkbox"/> Sign Variance FEE \$250.00	<input type="checkbox"/> Building/structure additions, setbacks and fences FEE \$100.00 1 Family dwelling FEE \$250.00 Over 1 Family dwelling and non-residential	<input type="checkbox"/> Expansion or Enlargement of Non-Conforming Use or Structure FEE \$250.00
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The application deadline is 28 days before the scheduled meeting date- Applicant or Representative must be present at the Board of Adjustment and Appeals meeting for the case to be heard. The applicant will be required to present their request to the Board.

PLEASE PRINT IN BLACK INK OR TYPE THE FOLLOWING INFORMATION

Applicant:		Representative:	
Variance Address:		Address:	
Mailing Address:			
Phone:	Wk#	Phone:	Wk#
Type of Variance Requested:			
Email Address:		Email Address:	
Owner of any subsurface mineral rights:		Owner of described property:	
Address:		Address:	
Phone:		Phone:	

IS THIS PROPERTY WITHIN THE ORIGINAL ONE-SQUARE-MILE AREA OF THE CITY OF LONGMONT? ___ Yes ___ No
DOES THIS PROPERTY HAVE A HISTORIC DESIGNATION? ___ Yes ___ No

***Please contact the City Historic Preservation staff if confirmation is needed.*

The following items are required to be submitted with your application:

- An Improvement Location Certificate (ILC), survey, or other paperwork certifying the location of property lines, easements, rights of way, etc. on subject property and setback measurements from all structures to property lines. Must be accurate and readable.
- One set of stamped, addressed envelopes for all property owners within the required 300' notice distance. The surrounding property owner information and a map of the notice area can be obtained from the Boulder County Assessor's Office (303-441-3523) or Weld County Assessor's Office (970-353-3845) depending upon what County the subject property is in.
- Cover letter with the written narrative of the proposal, describing the requested variance.
- One set of the building or structure design and architecture, including building elevations and footprints.

- ❑ Building elevations MUST have roof height from grade to the highest point noted, or scale drawings must be provided.
- ❑ Vicinity Map (8 ½ x 11).
- ❑ Application Fees.
- ❑ All other information requested by the city to allow a determination to be made regarding your request.
- ❑ Drawings, plans, documents, and other required items may be submitted digitally or in a paper format. Digital submittals shall be sent via email to Longmont.Planning@LongmontColorado.gov. Please note “Variance Application” in the subject line.

The applicant is responsible for posting “Public Hearing” signs on the property at least 14 days prior to the meeting. The applicant must provide a certificate of posting 10 days before the meeting. Sign details and posting certification requirements are attached to this document. Contact City staff for any additional questions regarding sign details and posting requirements.

Signature of Applicant

* Signature of Owner (Authorization for this applicant to represent owner)

*** Applicant may submit a letter of approval from the owner in lieu of a signature on this form.**

The Board of Adjustment and Appeals bases its approval or denial of any variance upon the following criteria. Please address each of the variance criteria in detail, attaching additional sheets, if necessary.

Variance Criteria - Section 15.02.060.I.5.a - f

- 1.) Do special circumstances exist that the strict application of the standards adopted in this development code would result in undue hardship or practical difficulties for the owner of such property (special circumstances include, but are not limited to, exceptional limitations to the dimensions, shape, or topography of the property.).

Yes No

Justification of the Above Answer: _____

- 2.) The following factors shall be considered in determining practical difficulty:

- a. Whether the property and development can have any beneficial use without the variance; Yes No
- b. Whether the degree of the variance request is the least amount necessary for relief; Yes No
- c. Whether the applicant purchased the property with knowledge of the standard; Yes No
- d. Whether the standard can be addressed through some means other than a variance; Yes No
- e. Whether the purpose and intent behind the regulation would be maintained by granting the variance. Yes No

Justification of the Above Answers: _____

- 3.) Will granting this variance nullify or impair the purpose and intent of the Code or the comprehensive plan?

Yes No

Justification of the Above Answer: _____

4.) Will granting this variance adversely impact surrounding properties, neighborhoods, or the natural environment?

Yes No

Justification of the Above Answer: _____

5.) Will granting this variance create a building or fire code violation or other safety hazard?

Yes No

Justification of the Above Answer: _____

6.) Is this variance request due to a self-imposed hardship?

Yes No

Justification of the Above Answer: _____

7.) Does this variance request the least deviation from the standard that will afford relief?

Yes No

Justification of the Above Answer: _____

Review Criteria for all Application Types - Sec. 15.02.055

1.) Is the application consistent with the comprehensive plan and the purpose of the code and zoning district; conforms to any previously approved concept plan, preliminary plat, or PUD overall development plan; and complies with all applicable statutes, codes, ordinances, and regulations?

Yes No

Justification of the Above Answer: _____

2.) Does the application comply with applicable city standards, including for street and utility design and layout, and adequate utilities are available or will be provided for appropriate urban-level services?

Yes No

Justification of the Above Answer: _____

3.) The application proposes development compatible with surrounding properties in terms of land use, site and building layout and design, and access.

Yes No

Justification of the Above Answer: _____

4.) The application will not adversely affect surrounding properties, the natural environment, existing or planned city transportation, or utility services or facilities, or the adverse impacts of the use will be mitigated to the maximum extent feasible?

Yes No

Justification of the Above Answer: _____

5.) The application, where required, complies with the sustainability evaluation system requirements to mitigate impacts of development within the city's riparian areas, and as applicable to other projects as determined by separate agreement?

Yes No

Justification of the Above Answer: _____

6.) The application includes an appropriate transportation plan, including multi-modal transportation access, and is integrated and connected, where appropriate, with adjacent development through street connections, sidewalks, trails, and similar features?

___ Yes ___ No

Justification of the Above Answer:

The burden of demonstrating that an application complies with applicable review and approval criteria is on the Applicant. The City or other parties do not have the burden to show that the criteria have not been met.



CITY OF LONGMONT | Planning and Development Services

Posted Notice Requirements - Variance Applications

Required notice signs shall be posted not less than 14 days prior to the public hearing and shall remain posted until the public hearing is complete and the application is either approved, denied, or withdrawn. Pre-approved sign designs are included at the end of this document and a template will be provided to applicants for production by the sign company of the applicant's choice.

All posted notices shall be:

- i. On weatherproof signs that have been approved for size, durability and content by the director;
- ii. Placed on the property that is the subject of the application, or the adjacent right-of-way.
- i. For purposes of applications that include multiple lots or parcels, signs shall instead be posted at each street intersection and along each street frontage at the approximate midpoint between each intersection;
- ii. Placed along each abutting improved public street in a manner that makes them clearly visible to neighboring residents and passers-by with at least one sign posted on each street frontage;
- iii. In place during the period leading up to the decision-making or appeal body's final action;
- iv. Removed after the final action; and
- v. Shall state the type of notice and provide a statement that additional information is available by calling the City of Longmont.

Following sign posting, an affidavit shall be submitted to the City of Longmont's project manager no later than 10 days prior to the public hearing.

Specific notice sign materials and specifications are as follows:

Material:	36"x24" Corex or similar weatherproof panel
Color:	Public Hearing – Yellow
Pole and Mounting:	Signs shall be posted so that they are not impacted by adverse weather. Recommended that signs be affixed to a 42" steel step stake with a minimum of four bolts.
Text:	Copy on one side only – black and white text
Logo:	City of Longmont logo – black
Font:	Century Gothic, with specific sizes and styles on the following chart.

Text Formatting Requirements:

Text	Size	Style
Variance Request Public Hearing	180pt	Bold, centered between left margin and city logo on the upper right corner
Project Name (Name of Project)	115pt	Bold, underlined, left justified
Application Type - Variance	115pt	Bold, left justified
Meeting Date, Time, and Location	115pt	Bold, left justified
To submit comments or obtain information	55pt	Bold
Planning & Development Services phone number and City of Longmont website	115pt	Bold, white text centered against black background
Planning & Development Services address	55pt	Centered

Approved Sign Design

Variance Request Public Hearing



Project Name _____

Application Type _____

Meeting Date, Time and Location _____

To submit comments or obtain information contact: _____

303.651.8330 | longmontcolorado.gov

City of Longmont | Planning & Development Services | 385 Kimbark Street



CITY OF LONGMONT | Planning

Certificate of Property Posting

I, _____, certify that _____ sign(s) was/were posted pursuant to the provisions of the City of Longmont Land Development Code, for the application identified as

_____ *Project Name*

for a

_____ Board of Adjustment and Appeals Public Hearing to be held on _____

On the subject property located at

_____ *Site Address or Location Description*

Attach photo(s) of posting – at least one photo for each street frontage (attach additional pages if necessary):

I certify that the foregoing information is true and correct.

Signature

Date

City of Longmont Planning and Development Services Division, 385 Kimbark Street, Longmont, CO 80501, Telephone 303-651-8330,
Email: longmont.planning@longmontcolorado.gov website: <http://www.longmontcolorado.gov>