

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## VARIANCE PROCEDURE

1. Submit completed application to the City of Leadville Planning and Zoning office staff.
2. Upon completion of the application being reviewed by the Planning and Zoning official, a public hearing date will be set. Public hearings are usually scheduled prior to City Council meetings; however, can be scheduled at other times as necessary.
3. The following notices must be posted/published prior to the public hearing on the following schedule:

<b>TYPE OF NOTICE</b>	<b>DEADLINE</b>
Newspaper	7 Days
Property Owners	15 Days
Front/Rear Property	14 Days

4. The public hearing will be held before the Board of Adjustments. At the end of the hearing, a formal decision regarding the application will be made.
5. Written notification will be sent to the applicant within ten (10) working days of the decision

**Please note, applicants or an informed representative must be present at all scheduled meetings.**

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**LEADVILLE ZONING ORDINANCE VARIANCE APPLICATION SUBMITTAL  
MATERIALS**

**FEE: \$125.00**

**GENERAL APPLICATION FORM**

**LETTER OF INTENT:**

1. State current zoning of property and adjoining property.
2. Proof of ownership along with legal description
3. State what provision(s) of the zoning regulation is/are involved.
4. State what relief from the provision(s) is being sought.
5. State the grounds on which the relief should be granted. (see Chapter 17.88.020 sec. E)
6. If requesting a variance from the setback requirements, a survey prepared by a licensed Colorado surveyor depicting the property lines involved in the variance request is required.

**SITE PLAN:**

1. Minimum sheet size of 8-1/2" X 11" (unless larger sheet is required to show what is required) drawn to an appropriate scale, showing location, height, and dimensions of each existing and proposed structure and the uses to be contained in proposed area.
2. Existing and proposed setbacks and building area with reference to property lines, highway, right-of-way, and other natural and historical features of the site.
3. Notation of all existing or potential natural or man-made hazards on or adjacent to site and narrative description for mitigation.

**OTHER:**

1. Vicinity map locating property in relationship to surrounding area within a minimum of two hundred (200) feet of boundaries of proposed property and description of existing plats.
2. A notice of public hearing shall be published in a legal publication in the city at least seven days prior to the hearing with notification of the hearing date and subject of the hearing. The Dir. of Administrative Services will draft the notice.
3. A copy of the notice shall be deposited in the United States mail by the applicant, first class postage prepaid, postmarked at least fifteen (15) days prior to the scheduled hearing date, and to all listed owners of record of all adjacent property.
4. The notice shall be mailed to all adjacent mineral rights owners and lessees and easement holders, as shown on the records of the office of the Lake County assessor.
5. The applicant shall submit a signed affidavit of mailing evidencing that the notices were mailed.
6. The applicant will post the property with a public notice at least fourteen (14) days before the scheduled date of the hearing.