



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST
 VARIANCE**

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Variance Planning Type Variance

- Application fee \$1200
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- Written narrative / detailed description of variance request, including the following information, as applicable:
 - Specific relief being requested
 - Reason for the request
- Written narrative / detailed description of how the requested variance meets all standards of Section 3.4.6.A of Routt County Zoning Regulations. The petition must be specific and show that all of the following exist:
 - Peculiar and exceptional practical difficulties or an unnecessary and unreasonable hardship will be imposed on the property owner if the provisions of the Zoning Regulations are strictly enforced.
 - Circumstances creating the hardship were in existence on the effective date of the regulations from which a variance is requested or created subsequently through no fault of the appellant.
 - That the property for which a variance is requested possesses exceptional narrowness, shallowness, shape or topography or other extraordinary and exceptional situation or condition which does not occur generally in other property in the same Zone District.
 - That the variance, if granted, will not diminish the value, use or enjoyment of the adjacent properties, nor curtail desirable light, air or open space in the neighborhood, nor change the character of the neighborhood.
 - That the variance, if granted, will not be directly contrary to the intent and purpose of the Zoning Regulations or the Routt County Master Plan.
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- Site plan, drawn to scale, including the following information, as applicable:

<input type="checkbox"/> Scale	<input type="checkbox"/> Easements, building envelopes, and minimum setbacks
<input type="checkbox"/> North arrow	<input type="checkbox"/> Water bodies, drainages, and ditches
<input type="checkbox"/> Property lines and dimensions	<input type="checkbox"/> Wetlands, floodplain, and steep slopes (>30%)
<input type="checkbox"/> Location of wells and septic/leach fields	
<input type="checkbox"/> Location and dimensions of all existing and proposed buildings, structures, roads, drives, and/or other improvements	
- Floor plans and elevation drawings of proposed buildings, drawn to scale
- Additional information as required by Planning Director _____

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

 Owner's Signature

 Print/type name of owner

 Owner's Signature

 Print/type name of owner

