



**SUBMITTAL CHECKLIST  
 VARIANCE**

Activity No. _____	<b>OFFICE USE</b>
Reviewed By _____	Date _____

*This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.*

- Signed application form
- Application fee \$ \_\_\_\_\_
- PDF of complete submittal package:       CD/Flash       Emailed
- Proof of ownership:       Lease       Deed
- Statement of Authority, if required
- Vicinity map
- Legal description:       Attached       On application form
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- 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.
- 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 \_\_\_\_\_