



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

CASE # _____
 DATE RECEIVED _____
 RECEIVED BY _____
 AMOUNT PAID _____

A maximum of twelve complete applications are accepted for each meeting on a first come, first serve basis only.

<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 commercial	<input type="checkbox"/> Extension or Re-construction of Non-Conforming Use or structure FEE \$250.00
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This application and required information must be returned by _____ for the _____ Board of Adjustment and Appeals Meeting.

Application deadline is 28 days prior to the scheduled meeting date

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:			
Legal Description of site & nearest cross street:		Zoning:	
Owner of any subsurface mineral rights:		Owner of described property:	
Address:		Address:	
Phone:		Phone:	

The application must be accompanied by:

DOES THIS PROPERTY HAVE HISTORICAL DESIGNATION? ____ YES ____ NO

- Completed application form
- An Improvement Location Certificate (ILC) or other paperwork certifying location of property line on subject property and setback measurements from all structures to property line must be accurate and readable.
- One set of stamped, addressed envelopes for all property owners within required notice distance of the perimeter of subject property
- List of names and addresses of all property owners within 300' along with certification as to accuracy of list
- Cover letter with written narrative of proposal
- 7 copies of concept design of building or structure design and architecture, including building elevations and footprints
- Building elevations MUST have roof midpoint height from grade noted, or scale drawings must be provided.
- Vicinity Map (8 1/2 x 11)
- Application Fees

A REQUIRED NOTIFICATION SIGN SHOULD BE PICKED UP AT THE TIME OF VARIANCE APPLICATION SUBMITTAL

APPLICATION ACCOMPANIMENTS TO BE TYPED OR PRINTED IN BLACK INK ON 8 1/2 X 11" PAPER.

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.

