

**PARK COUNTY APPLICATION FOR  
VARIANCE  
NON-REFUNDABLE APPLICATION FEE: \$700**

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff seven (7) to ten (10) working days prior to the application submittal deadline.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4254, or e-mail [pcpd@parkco.us](mailto:pcpd@parkco.us), fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

**A. APPLICANT AND OWNERSHIP INFORMATION**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone

(work) \_\_\_\_\_ (home) \_\_\_\_\_ (fax) \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Complete Legal Description of Property Proposed for the Variance (attach additional page, if necessary):

\_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Property's Total Acreage: \_\_\_\_\_

Current Zone District of Property: \_\_\_\_\_

Proposed Zone District of Property: \_\_\_\_\_

<b>For County Use Only</b> Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name
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**Requirements for a Variance**  
**Article III, Division 1, Section 3-100**

**C. APPLICATION REQUIREMENTS**

1. Application Fee. An application fee in the amount of \$700 must be paid at the time of submission of the application. Make the check or money order to the Park County Planning Department. The fee pays for the typical cost to the County to process the application. Any additional costs that may occur are the applicant's responsibility.
2. Tax receipt-showing payment of current taxes. This can be obtained at the Park County Treasurer's office.
3. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office.
4. A legal description of the property proposed for the Variance prepared by a licensed Colorado land surveyor.
5. A list of names and mailing addresses of all owners of adjacent property to the property subject to the proposed Variance, this information is at Park County Assessor's Office.
6. A vicinity map of where the proposed property is located within Park County.
7. A site plan drafted at a commonly used engineering scale with clear indication how the variance relates to the affected land with the following information:
  - a. Name and address of the owner;
  - b. Date of preparation, map scale, and north arrow;
  - c. Lot dimensions, total acreage, and points of access to the property, internal roads and trails. The map must illustrate how access is obtained from the property subject to variance to the nearest county road or highway;
  - d. Natural features of the property subject to variance including, wetlands, floodplain, riparian areas, water bodies, rock outcroppings, significant vegetation, geological or other hazards, and slopes greater than twenty-five percent (25%);
  - e. Utility systems including existing and proposed water wells, sewer systems, electric services, and natural gas;
  - f. The dimensions, height and setbacks of all existing and proposed structures.
  - g. A clear illustration or description of the proposed variance, using shading, crosshatching, or highlighting, to accurately illustrate the proposal.
8. The property must be clearly identified with the address and posted according to the Park County address requirements (attached).

**For County  
Use  
Only:**  
Initial Receipt of  
the Required  
Information

(1.) \_\_\_\_\_

(2.) \_\_\_\_\_

(3.) \_\_\_\_\_

(4.) \_\_\_\_\_

(5.) \_\_\_\_\_

(6.) \_\_\_\_\_

(7.) \_\_\_\_\_

(7a.) \_\_\_\_\_

(7b.) \_\_\_\_\_

(7c.) \_\_\_\_\_

(7d.) \_\_\_\_\_

(7e.) \_\_\_\_\_

(7f.) \_\_\_\_\_

(7g.) \_\_\_\_\_

(8.) \_\_\_\_\_

9. Letters of consent to alter or vacate utility easements from all public utilities serving the site, if applicable
10. A written description identifying the specific provision of the Land Use regulations that the owner seeks to vary and the extent to which the provision is proposed to be varied or modified.
11. A written description of the reasons justifying the variance detailing how the standards for approval of the variance provided by Section 3-100(B) are met or satisfied.
12. Any other information that are judged necessary by the Planning staff to ensure compliance with the Standards for Approval.

*Note: Refer to Park County Land Use Regulations Article III, Standards for Approval of Variance.*

<p><b>For County Use Only:</b></p> <p>Initial Receipt of the Required Information</p>
(9.) _____
(10.) _____
(11.) _____
(12.) _____

**D. APPLICANT AND LANDOWNER SIGNATURES:**

The undersigned applicant and landowner hereby verify and affirm that the information contained in this application is complete and accurate. The undersigned applicant and landowner understands and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

Applicant: Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_  
If company, state Title/Position: \_\_\_\_\_

Owner: Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_  
If company, state Title/Position: \_\_\_\_\_

**E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION**

This application was submitted to the Park County Planning Department on the following date and time:

\_\_\_\_\_, 20\_\_\_\_  
Month Day Year

**For County Use Only:**  
Verification of Date of Delivery and  
County Receipt of Application  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Payment of the Applicant Fee was made by:

\_\_\_\_\_ Personal Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
\_\_\_\_\_ Cash \_\_\_\_\_ Amount \$ \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_ Amount \$ \_\_\_\_\_

**APPLICANT MUST ATTEND THE HEARING. IF A REPRESENTATIVE ATTENDS THE HEARING ON BEHALF OF THE APPLICANT, A NOTARIZED LETTER OF CONSENT MUST ACCOMPANY THE APPLICATION.**

**ALL BOARD OF ADJUSTMENT HEARINGS WILL BE SCHEDULED FOR THE SECOND WEDNESDAY OF EVERY MONTH. IF A QUORUM IS NOT AVAILABLE, THE HEARING WILL BE SCHEDULED THE NEXT AVAILABLE DATE.**

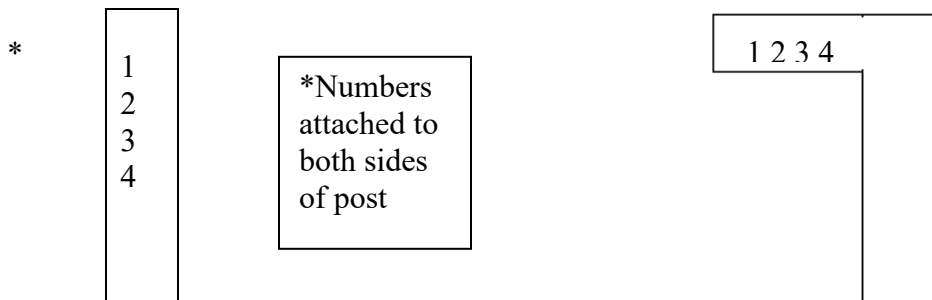
## **“POSTED” ADDRESS REQUIREMENTS**

### Park County Land Use Regulation Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- ❑ Numbers shall be attached to a 4” X 4” treated wood or redwood post.
- ❑ The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- ❑ The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post can be permanently installed into the ground.

The sign specifications are shown with the below two examples.

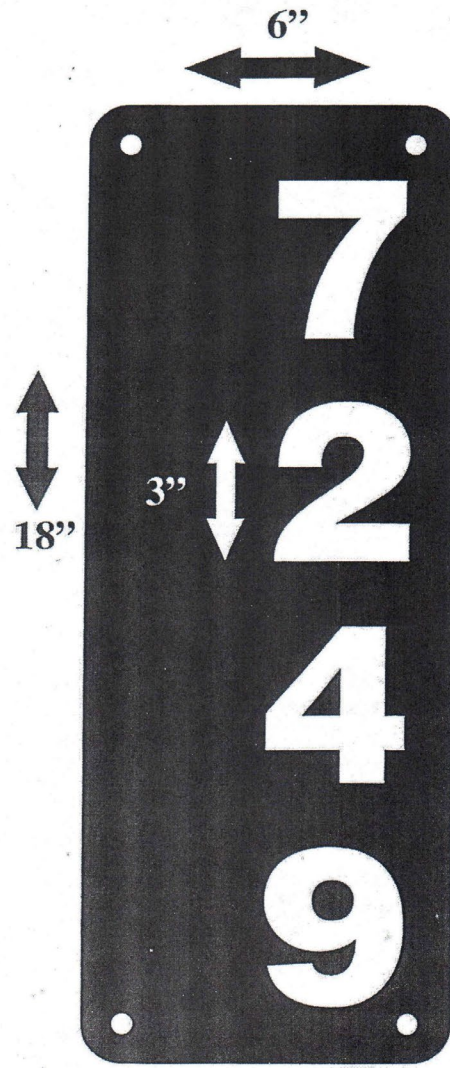


Note: Contact your local Fire Protection District for signage information  
Type of Sign specifications for numbers is attached.

# SIGN SPECIFICATIONS

**Standard Size - 6" x 18"**

**Standard Color – Green Background with White Reflective Numbers**



4 Holes for Easy Mounting

Rounded Corners For Safety