



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
124 10th STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, COLORADO 80477
(970) 879-2060

SUBMITTAL REQUIREMENTS FORM

The following submittal requirements must accompany a completed Application Form.

If there are any discrepancies between these submittal requirements and the submittal requirements listed in the CDC, the submittal requirements in the CDC shall prevail.

VARIANCE

_____ **Application.** A completed application form as provided by the Director.

_____ **Proof of Ownership.** Proof of ownership in the form of a Routt County Assessor printout in conjunction with a notarized affidavit stating the owner of the property. Where the owner of the property is an entity, it must be stated who the owners/managers of the entity are i.e. officers, directors and shareholders of corporations, managers and members of LLCs, general and limited partners for limited partnership, partners in partnerships. In instances where the applicant is not the owner of the property, an authorization from the owner for the non-owner applicant to proceed must be included with the above-referenced proof of ownership. Subsequent applications for the same development proposal may submit a signed affidavit, together with the previous submitted proof of ownership, signifying ownership has not been altered in any manner.

_____ **Public Notice.** With your application, provide the required information to satisfy public notice requirements. Public Notice shall be performed in accordance with Sections 26-42 and 26-51 of the CDC. Notice shall include Surrounding Property Owner Notice, Newspaper Publication, Property Posting, and Website Publication.

- Surrounding Property Owner (SPO) notice. Utilize the map and list provided by the Planning Department to identify surrounding property owners. SPO notice shall be mailed no less than 14 days prior to public hearing. The applicant shall submit a signed affidavit to the Planning Department no less than 7 days prior to public hearing. A blank affidavit form is available at the Department of Planning and Community Development.
- Property Posting. The property shall be posted for 10 consecutive days prior to public hearing. A signed notification affidavit is necessary for each property posting.

_____ **Letter.** A letter containing:

_____ A clear statement or description of the requested Variance and the purpose of the Variance;

_____ The numerical reference to the specific CDC provision from which relief is being sought; and

_____ A detailed description of how the proposed Variance meets the criteria for approval.

_____ **Fee. The appropriate fee as adopted by City of Steamboat Springs Resolution.**

_____ **Variance Plan.** A complete Variance Plan with the following format and information shall be submitted.

Format. Requests for Variances shall be initially submitted as an entirely legible blue line or black ink on paper capable of reproduction, with a scale of generally one inch equals forty feet (1" = 40") or larger, with a written and graphic scale and north arrow designating true north, on either twenty-four inch by thirty-six inch (24" x 36"), eighteen inch by twenty-four inch (18" x 24"), or eleven inch by seventeen inch (11" x 17") pages. If multiple pages are provided, there shall be an index placed on the first page for reference.

After approval, the applicant shall provide an entirely legible, reproducible copy of such Variance in black ink or photographic reproduction for recording purposes.

A smaller scale or font size may be used with prior written approval of the Director if it is determined that the necessary graphic information can still be clearly presented.

_____ **Digital Information.** When a Variance application has been approved, a digital copy of such information shall be provided in the specific format requested by the Geographical Information Systems (GIS) Department. Where digital information is not available, hard copy information may be entered into the City database manually by the GIS Department. (Such manual inputting of information will likely result in a delay of addressing of a minimum of two (2) weeks.)

_____ **Contents.** All Variance applications shall contain all of the following information at a minimum unless specifically waived in writing by the Director. The applicant is encouraged to provide additional relevant information. The contents of the Variance shall be divided into Parts and clearly labeled as such. This shall not be construed to mean that all of the information for each Part needs to be provided on one sheet of paper, but rather that the information shall be located in the same Part of the Variance.

_____ **Section One, Cover Sheet.** The cover sheet shall include the information listed below.

_____ Title. A title with the following language:

VARIANCE
For
(Legal Description)
Also Known As
(Name Of Development)
(Street Address)

If the legal description is too lengthy for the title block, such legal description shall be clearly labeled as an exhibit and recorded as part of the Variance.

_____ Index. The index should list all of the Sections and associated page numbers of the Variance.

_____ Vicinity Map. A vicinity map with arrow indicating north, at a scale of not less than 1" = 1,000', with the public street closest to the site graphically depicted and clearly labeled, and the nearest cross street graphically depicted and clearly labeled.

_____ Signature Blocks. Signature blocks for the following:

Name, address and signature of applicant;
Name, address and signature of property owner if different from applicant;
Signature of the Board of Adjustment Chairperson or Designee;

Name, address and phone number of person responsible for preparation of the Variance application.

_____ Existing Zoning. Existing zoning classification of the property including a description of the existing principal and accessory uses.

_____ Table. A table listing the specific requirements of the zone district with a column listing the corresponding data for the proposed Variance.

| STANDARDS | ZONE DISTRICT REQUIREMENTS | VARIANCE |
|--|-----------------------------------|-----------------|
| Lot Area | | |
| Lot Coverage | | |
| Floor Area Ratio | | |
| Building Height | | |
| Front Setback | | |
| Side Setback | | |
| Rear Setback | | |
| *Building Separation | | |
| Unit Size (Gross Floor Area) | | |
| Number of Units | | |
| Other bulk standards that need specification | | |

*Separation between structures on site and/or structures off site.

_____ Conditions of Approval. A space for conditions of approval and/or other information as required by the Board of Adjustment.

_____ **Section Two, Project Information.**

_____ Date of preparation and space to indicate dates for subsequent revision;

_____ Perimeter outline of the subject site with the existing right-of way and pavement edge;

- _____ Names of abutting subdivisions or names of owners of adjacent unplatted property;
- _____ Boundaries of the one hundred-year flood plain and floodway as defined by FEMA and/or other available drainage information acceptable to the Floodplain Administrator for the City, if present on site;
- _____ Existing easements;
- _____ Dimensional setbacks of each building footprint from property boundaries, wetlands, high water marks and floodplain; and
- _____ Existing improvements to be retained clearly differentiated from proposed new improvements.
- _____ Any building elevations that may provide further understanding of the degree, nature and extent of the proposed Variance including overall exterior dimensions, recesses and protrusions. Existing grade and proposed finished grade shall be shown with building elevations for purposes of building height calculation.

_____ **Section Three, Supporting Information.**

_____ **Survey by Certified Colorado Surveyor**

_____ **Legal Non-Conforming Use/Structure Registration.**

_____ **Survey for Non-Conforming structure registration.**

_____ **Landscape Plan.** Under certain circumstances, the Board of Adjustment or City Council will require landscaping as a condition of approval for a Variance, or in some cases an applicant will propose landscaping in order to mitigate potential impacts of a proposed Variance. If landscaping is proposed by the applicant or required by the Board or Council to address potential impacts of the Variance, all of the following requirements shall be graphically depicted prior to issuance of Building Permit:

- _____ Areas of like groundcover including square footage and type for each contiguous area. Areas of living ground cover should be further described as having automatic irrigation, un-irrigated, or manually irrigated as is applicable.
- _____ Tree locations with distinct symbols for evergreens, large deciduous and ornamental trees shown at no less than 1/2 mature size and no greater than 3/4 mature size.
- _____ Size and location of existing and proposed water mains, sanitary and storm sewer mains, dry utilities, right-of-way and edge of pavement;
- _____ Snow storage areas;

_____ Roof plan to show landscaping in relation to snowshed; and

_____ Existing plant materials that are of sufficient size and species to meet City standards, and that the applicant proposes to count towards landscaping requirements.

_____ **Additional Requirements for Alterations and Modifications to Nonconforming Structures or Conforming Structures Housing Nonconforming Uses.**

To Be Shown as a part of Section Two.

_____ Location and dimensions of right-of-way and pavement width for adjacent streets; and

_____ Building footprints including roof plan, parking areas, streets, driveways, and sidewalks.

To Be Shown as a part of Section Three.

_____ Existing Conditions Plan. The Existing Conditions Plan shall show the following information:

_____ The location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, fences, located on or immediately adjacent to the site; and

_____ Location and size of existing sanitary and storm sewers, water mains, culverts and other underground structures located on or immediately adjacent to the site.