

Variance Application Checklist

Project:	
-----------------	--

Title 18.06.100 of the Evans Municipal Code

The items below are required for a complete Variance. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. Provide one paper copy of the following items and one copy on a flash drive. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Item	Staff Initials
	00-Application Form: Application form including signatures of all landowners of record of all property proposed to be annexed. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Submittal Checklist: An executed copy of this checklist is required.	
	02-Charge Back Agreement: Provided by the City and signed by the Owner.	
	03-Fee: \$500.00 + Charge Back as determined at the pre-application meeting.	
	04-Legal Description: Provide a legal description of the property in Microsoft Word.	
	07-Project Description/Narrative: Include a narrative describing how the request is supported by the Land Use Code. Provide sufficient detail to indicate the exact nature of the variance(s) being requested. Indicate what the Land Use Code standard is and what difference is being proposed. The request should include a statement indicating why the current standard is not sufficient. Refer to Section 18.06.100 of the Land Use Code and specifically address how the request meets the Criteria for Approval.	
	10-Surrounding Landowners List: List of the names and mailing addresses of all landowners within 500' of the annexation. The electronic copy must be in MS Excel format. Provide three (3) printed sets of labels of this list, along with a printed and signed report from Weld County.	



Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature

Date

Landowner Printed Name

Landowner Signature

Date

Landowner Printed Name

Applicant Agent Signature (If Different)

Date

Applicant Agent Printed Name