

ZONING VARIANCE CHECKLIST (EMC § 16-2-10)

- Fees** (*Application fees are non-refundable*)
 - Application Fee: \$ 250.00 (*Payable to City of Englewood*)
- Development Review Team Meeting**
 - Provide meeting notes
- Letter of Authorization** (*if applicant is not the property owner*)
- Documentation of Legal Interest**
- Written Statement** addressing the review criteria listed in EMC § 16-2-10.B.
 - Include the specific code citation of the requirement, what is required, the alternative that is being proposed and the justification comments.
 - EMC16-2-10.B Review Criteria. A variance shall be reviewed and approved only on the finding that all of the following conditions are met:
 1. Unique physical conditions exist, such as size, shape, location, topography or surroundings, which are peculiar to the land or structure involved;
 2. The condition creates a practical difficulty or unnecessary hardship where strict application of the standard unreasonably deprives the applicant of privileges enjoyed by other properties in the vicinity;
 3. The variance is consistent with the intent of the zone district regulations and will secure public health, safety, and welfare;
 4. The variance will not permanently impair the use or development of adjacent conforming properties or alter the essential character of the neighborhood; and
 5. The variance is not based on a self-imposed difficulty or hardship.
- Site Plan**
 - Proposed Site layout
 - Include property address; written and graphic scale; north arrow; property lines; lot dimensions; existing and proposed building footprints; building setbacks from property lines; existing and proposed sidewalks, streets and alleys; on- and off-street parking facilities; and any other items pertinent to the request.
 - Notate the location and the dimension of the proposed variance.
- Supporting Materials of Documents** (*i.e. photos, elevations, etc. Contact Community Development Department regarding submittal requirements*)
- Other Documents** (*Provide any special agreements, easements, conveyances, restrictions or covenants governing the property*)
- Additional Material/Information** (*As requested by City Manager or Designee*)
- Notice**
 - Variance requests are required to provide published and posted notification per EMC § 16-2-1.F.
 - EMC § 16-2-1.F.2 Published. Where published notice is required, at least 15 days prior to the public hearing or meeting, the Director shall publish the notice on the City's official website or in the newspaper designated by the Council as the City's official newspaper.
 - EMC § 16-2-1.F.3 Posted. Where posted notice is required, notice shall be posted on the property or near the proposed site, visible to surrounding properties and the general public from adjacent public ways, according to the following:

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- a. The Director shall determine the number, type, and specific location of signs based on the context of the property, which typically includes 1 sign for each street frontage. .
- b. The sign shall be at least 22" x 28"; at least 4' above ground level; at least one inch black letters, and designed to be legible from the adjoining street. The Director may further specify sign size and color for particular applications on the application forms or through pre-application meetings. .
- c. The applicant shall ensure that all signs are posted for at least 15 consecutive days prior to the public hearing or meeting.
- d. The applicant shall make a reasonable good faith effort to maintain posted notice throughout the proceedings, and provide evidence or a statement of compliance at the time of the public hearing or meeting
- e. In the case of notice posted for an administrative decision, the sign shall be posted for at least 15 consecutive days prior to a decision.
- f. The applicant shall remove all signs within seven days after conclusion of the proceedings.

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.Englewoodco.gov>

Apply under Planning Projects: Submit Application >> Use >>
Conditional Use

Avoid delays – Submit a complete application!