



Requirements for the City of Lamar Board of Adjustment & Appeals Application

The following needs to be submitted to schedule a meeting/public hearing with the City of Lamar Board of Adjustment & Appeals:

1. Board of Adjustment & Appeals application filled out, signed, and notarized.
2. Proof of legitimate legal interest in the property. Copy of the following documents are acceptable forms of proof of interest in the land:
 - a. Deed (Quit Claim Deed, Warranty Deed), Land Contract
 - b. Contract to buy and sell real estate, if you are expecting to purchase the property
 - c. If the applicant(s) is(are) not the owner(s), formal written and notarized authorization from the property owner(s) to file the application.
3. List of property owners within 200 feet of the property (all sides) from the Prowers County Assessor's Office. The Assessor's office is located at 301 S Main St, Suite 205, Lamar, CO 81052.
4. For new construction projects: signed approval from Light & Power AND Public Works – page 4 of application.
5. Refer to the current City of Lamar fee schedule for fee amount.

An application will not be considered complete and a meeting or public hearing will not be scheduled until all of the required documents are completed and submitted.

Supplemental documents may be submitted to support the request.

Examples of these documents are:

- | | | |
|-------------------------|------------------|-------------------------------|
| • Statement of request | • Floor Plan | • Neighbor's written approval |
| • Site Plan | • Landscape Plan | • Survey (if available) |
| • Photos (if available) | • Parking Plan | • Google maps pictures |

*Note that all documents submitted will become public record.

The documents may be submitted via:

1. Hand Delivered
2. Mailed to: City of Lamar
Attn: Building Department
102 E. Parmenter St.
Lamar, CO 81052
3. Faxed to (719) 336-2787
4. E-mailed to: stephanie.strube@ci.lamar.co.us

Applications can be obtained by:

1. www.ci.lamar.co.us
2. The Building Department located at the City Complex at 102 E Parmenter
3. Email stephanie.strube@ci.lamar.co.us

Allow two (2) to three (3) weeks to process the application.

Please contact the City of Lamar Building Department at (719) 336-2085 if you have any questions.



CITY OF LAMAR
102 E. Parmenter St
Lamar, Co 81052
719-336-2085

Case No: AA-_____
Date: _____

BOARD OF ADJUSTMENT & APPEALS APPLICATION

I (We), _____, of _____,
(name) (address)

respectfully request that a determination be made by the Board of Adjustment & Appeals on the following:

- Special Exception (Special Use Permit)
- Variance
- Interpretation
- Appeal

Request pertaining to Section(s) _____ of the Zoning ordinance.

Property Address: _____

Applicant Name(s): _____

Applicant(s) Address (if different from above): _____

Phone Number(s): _____

Property Owner(s): _____

Legal Description of property/properties involved in the appeal: _____

Zoning District(s): _____

Current Land Use: _____

Proposed Land Use: _____

What is the applicant's interest in the premises affected? _____

Additional Remarks: _____



CITY OF LAMAR
102 E. Parmenter St
Lamar, Co 81052
719-336-2085

Case No: AA-_____
Date: _____

BOARD OF ADJUSTMENT & APPEALS APPLICATION

FOR NEW CONSTRUCTION PROJECTS ONLY

This form must accompany the application and be signed and approved by:

- Light & Power Department located at 100 N 2nd Street, Phone 719-336-7456
- Public Works Department located at 103 N 2nd Street, Phone 719-336-2002

Name: _____

Property Address: _____

City, State: _____

Description of requested Variance:

Draw an outline of proposed project:

Approved by Light & Power: _____ Date: _____
Signature Print name

Approved by Public Works: _____ Date: _____
Signature Print name