

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

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 • Site Plan
- Floor Plan
- Photos (if available)
- Landscape Plan
- Parking Plan
- Neighbor's written approval
- Survey (if available)
- 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

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

- 3. Faxed to (719) 336-2787
- 4. E-mailed to: 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(address) |
|---------------------------------------|-------------------------------------------------------|
| | |
| | ation 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 f | om above): |
| Phone Number(s): | |
| Property Owner(s): | |
| Legal Description of property/prop | erties involved in the appeal: |
| Zoning District(s): | |
| | |
| | |
| What is the applicant's interest in t | ne premises affected? |
| Additional Remarks: | |
| | |

CITY OF LAMAR



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

Case No: AA-____ Date:

ACKNOWLEDGEMENT

I (We) hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I (We) further state that if this request is granted, I (We) will proceed with the actual construction in accordance with the purposes herein stated and that any required private or public improvements imposed as a contingency for approval of the application may be required as a part of the approval process. Abandonment, change of use and/or failure to apply for a building permit and commence construction or action with regard to the approval within one (1) year of receiving approval, may automatically render the decision null and void, and subsequently the use shall be required to be in conformity with the current zoning regulations, unless a new application for expected use is made and granted.

| PPLICANT NAME | APPLICANT SIGNATURE | | DATE | |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------|------------------------------------|-------|
| PPLICANT NAME | APPLICANT SIGNATURE | | DATE | |
| (We) hereby certify ownership of the p amar, Colorado, and have acknowledge | PROPERTY OWNERS roperty located at and consent the applicatio | | , peal to the Board of Adjustme | ent & |
| ppeals. | | | | |
| ROPERTY OWNER NAME | PROPERTY OWNER | SIGNATURE | DATE | |
| ROPERTY OWNER NAME | PROPERTY OWNER | SIGNATURE | DATE | |
| State of COLORADO)) SS. | | | | |
| County of Prowers) | | | | |
| NOTARY CERTIFICATE | | | | |
| SUBSCRIBED AND AFFIRMED BEFORE ME II | I THE COUNTY OF | | STATE OF | |
| THISDAY OF | | | , 51/11101 | , |
| NOTARY PUBLIC: | | (Not | (Notary Seal) | |
| MY COMMISSION EXPIRES: | | (1001 | ary Scar) | |
| • If ownership is not shown in rec | | and an income dood on inc | anitan an mlanan in alu da | |
| • If ownership is not shown in rec documentation. | orded deed, e.g. If by court | order, recent deed, or hir | iernance, please include | |
| | | TE BELOW LINE | | |
| | *** FOR OFF | ICE USE ONLY * * * | | |
| Date Application Received: | Date of Meeting/Public H | | ing: | |
| Received By: | Case Number Assigned: AA | | | |
| Amount Paid: | | | | |
| | | | | |
| BOARD DECISION | | | | |
| | Not Approved | DateRecorded: | | |



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| 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: ____

Signature

Print name

Date: _____

Approved by Public Works: _____

Signature

Print name

Date: _____