



CITY OF LAMAR Planning & Zoning Commission
102 E. Parmenter St., Lamar, Colorado 81052
www.ci.lamar.co.us/building-department
719-336-2085

PLANNING & ZONING COMMISSION APPLICATION REQUIREMENTS

The following needs to be submitted to schedule a hearing with the City of Lamar Planning & Zoning Commission:

1. Planning & Zoning Commission application filled out, signed, and notarized.
2. Proof of legitimate legal interest in the property. Copies of the following documents are acceptable forms of proof of interest in the land:
 - a. Deed (Quit Claim Deed, Warranty Deed)
 - b. Contract to buy and sell real estate, if you are expecting to purchase the property
 - c. Land Contract
 - d. If the applicant is not the owner, formal written and notarized authorization from the property owner to apply
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. Refer to the current City of Lamar Fee Schedule for fee amount.

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

Supplemental documents that need to be submitted to support the request. Examples of documents are:

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

*Note that all documents submitted will become public record.

Documents may be submitted via:

- Delivered to Building Department
- Mailed to: City of Lamar
Attn: Building Department
102 E. Parmenter St.
Lamar, CO 81052
- Faxed to (719) 336-2787
- E-mailed to: buildingcodes@ci.lamar.co.us

Applications can be obtained by:

- At www.ci.lamar.co.us/building-department
- Via email: buildingcodes@ci.lamar.co.us
- By calling (719) 336-2085
- In person at the Building Department
- Basement 102 E. Parmenter St., Lamar, CO

Allow two to three (2-3) weeks for application processing.

The Planning & Zoning Commission is a recommending body to the City Council, with final decisions made by the Lamar City Council.

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



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Case No.: PZ-_____

PLANNING & ZONING APPLICATION

We, _____, of _____
respectfully petition the City of Lamar Planning & Zoning Commission to review the following:

- Annexation
- Re-zoning
- Subdivision, Re-plat (dedications only), Preliminary / Final Plat Review
- Other (please specify): _____
request pertaining to Section(s) _____ of the Zoning ordinance.

Property Address: _____

Applicant Name: _____

Applicant Address (if different from above): _____

Phone: _____

Property Owner: _____

Legal Description of property: _____

Zoning District: _____

Current Land Use: _____

Proposed Land Use: _____

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

Additional Remarks: _____



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Case No.: **PZ-** _____
 Date: _____

PLANNING & ZONING COMMISSION APPLICATION
PETITION TO VACATE STREET/EASEMENT

I (We) the undersigned, being the owner's representative of the property described as:

hereby request that the City of Lamar vacate street/easement at:

for the following reason(s):

DO NOT WRITE BELOW LINE



*** FOR OFFICE USE ONLY ***

APPROVAL of Planning & Zoning Commission:

Approved Not Approved Date Recorded: _____

APPROVAL of City Council:

Approved Not Approved Date Recorded: _____

Date of Public Notice: _____