



Variance Application

(Please see the Town of Windsor [Fee Schedule](#) for Application Fees)

1

Please review Sec. 14-2-140 and 14-2-150 of Chapter 14 of the [Town of Windsor Municipal Code](#) for variance requirements and procedures.

Variance requests are considered by the Board of Adjustment, which meets on the fourth Thursday of every month.

Prior to submitting an application, a pre-application meeting with Planning Department staff is required. In order for an item to be placed on a given month's agenda, a complete application and fee must be received no later than the 1st day of that month. Incomplete applications will not be scheduled for consideration.

Scaled drawings necessary for the proper consideration of this variance shall be submitted with this application. With new construction projects, building additions or remodels, you must contact SAFEbuilt Colorado, Inc. (970-686-7511) to determine compliance with applicable building codes.

2

A request is hereby made for a variance of the Town of Windsor ordinances due to special conditions where a literal enforcement of the ordinance would result in unnecessary hardship.

Property Address: _____

Lot: _____ Block: _____ Subdivision: _____

A variance is being requested from the following Municipal Code section(s):

3

Owner Name(s): _____

Address: _____

Phone #: _____ Email: _____

Applicant or Representative:

Name: _____

Address: _____

Phone #: _____ Email: _____

4

[Municipal Code Section 14-2-150\(a\)](#) states, in part:

Variations are intended to alleviate practical difficulties or hardship arising from the strict application of the provision of Chapters 15 and 16 of the Municipal Code to a specific property. Variations address extraordinary, exceptional, or unique situations that were not caused by the applicant's act or omission.

Unnecessary hardship is defined by the Municipal Code as enumerated in items 1-9 below. Please describe how each item is met in the space provided. Applications will be deemed complete once *all* criteria have been addressed. You may attach additional sheets if necessary.

1. Special circumstances exist that strict application of the standards adopted in this development code would result in undue hardship or practical difficulties for the owner of such property.

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2. The applicant cannot derive beneficial use of the property without the variance.

3. The purpose and intent behind the regulation would be maintained by granting the variance.

4. Granting the variance will not be detrimental to any adjacent properties or the surrounding area.

5. Granting the variance will not be detrimental to public health, safety, or welfare.

6. Adequate relief cannot be reasonably obtained through a different procedure, such as a waiver or alternative compliance standards, if applicable.

7. Granting the variance will not create a building or fire code violation or other safety hazard.

8. The need for the variance is not created by a self-imposed hardship.

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9. A variance shall allow only the least deviation from the standard that will afford relief.

5

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted within this application are true and correct to the best of my knowledge.

Signature: _____ Date: _____

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: _____

Submitted On: _____

(Please email completed application and materials to planningtechs@windsorgov.com)

Application Packet Land Use Application



1 The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to planningtechs@windsorgov.com. Staff will review the submittal and advise you of its completeness for processing.

2 **Application type:**

<input type="checkbox"/> Annexation	<input type="checkbox"/> Site Plan - Minor
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Site Plan - Major
<input type="checkbox"/> Rezoning	
<input type="checkbox"/> Minor Subdivision	
<input type="checkbox"/> Major Subdivision – Preliminary	
<input type="checkbox"/> Major Subdivision – Final	

Project Name*: _____

Legal Description*: _____

Address/Location*: _____

Existing Zoning: _____ **Proposed Zoning:** _____

Acres/Square Feet: _____ **Number of Dwelling Units:** _____

3 **Owner:**

Name(s)*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

Applicant (Owner or Owner's Representative):

Name*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

Authorized Representative:

Name: _____

Company: _____

Address: _____

Phone #: _____ Email: _____

4 All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: _____ **Date:** _____

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: _____

*Required fields