



APPEALS AND VARIANCES

Community Development Department • Planning Division

Project Name/Address*: _____

Project Case No.*: _____ **Submittal Date*:** _____ **Fee*:** _____

**To be completed by City staff*

The [Broomfield Municipal Code \(BMC\) Section 2-40-070](#) addresses the procedure for appeals and variances by the Neighborhood Board of Adjustment *(reprinted on the last page of this application)*.

A minor variance request must meet the BMC requirements of [Sec. 17-50-090](#). Minor variances are an administrative process with no public hearings. Broomfield can only grant a minor variance if it is found that granting the variance conforms to the intent of subsection [2-40-070\(B\)](#), which sets for the criteria for granting of variances *(reprinted on the last page of this application)*.

Type of Request (choose ONE)

- Appeal** - within 30 days from the date of the decision/determination being appealed.
- Variance** - for requests not eligible for Minor Variance (below)
- Minor Variance** (select the time that applies and provide required information)
 - Maximum lot area reduction of 10% or less.
Required lot area = _____, Proposed lot area = _____
 - Maximum floor area reduction of 5% or less.
Required floor area = _____, Proposed floor area = _____
 - Reduction of yards and open areas by permitting portions of a building to extend into and occupy not more than 10% of the distance of a required yard.
Required yard = _____, Proposed yard = _____

Minor Variances that exceed these requirements must be reviewed by the Neighborhood Board of Adjustment and are not eligible for review as a "minor variance". Other modifications to site development plan requirements of a PUD zone that are not listed above may qualify for review through a Site Development Plan Administrative Modification (such as minor changes to landscaping, grading, and architectural requirements).

Property Location:

Address: _____

Parcel Number: _____

General Location: _____

Applicant Information:

Applicant: _____ Person to Contact: _____

Address: _____

Phone: _____ E-Mail: _____

Owner Information: (per current title policy)

Applicant: _____ Person to Contact: _____

Address: _____

Phone: _____ E-Mail: _____

As owner of the aforementioned property, I hereby consent to the submission of this Application for Development Review and authorize the applicant to act on my behalf with regard to this application.

Owner: _____ **Signature:** _____

Please Print

Applicants must submit the following information in order for the application to be deemed complete and accepted.

- Preliminary Questions** - If you have questions regarding the process or the application materials, please contact planning@broomfield.org.
- Fee for Processing, Noticing, and Recording - **No Fees for Eligible Minor Variance***
 - \$25 = application fee
 - \$100 = notice and publication fee. (required)
 - Applicants will be required to provide postage at the direction of the case planner.
 - Applicants will be required to post a public notice sign at the subject property at the direction of the case planner. This sign is provided by the Planning Division but will require stakes.

Broomfield accepts payment of fees by credit card (after submitting your application please call: 303-438-6284) or check (made payable to: The City and County of Broomfield). Please include a reference to the project name or property address in the subject line of the check if sending prior to the issuance of a case number by Broomfield.*

**Note that there is a processing fee of 2.65% for payments made by credit cards.*

APPLICATION SUBMITTAL DOCUMENTS:

Submit email with a pdf of all items listed on the checklist below to planningapps@broomfield.org. All files must be named and organized in accordance with the [Submittal Guidelines document](#).

- Application Packet (mm-dd-yyyy)**
- Plan (mm-dd-yyyy)**

A plot plan or improvement plat for the lot showing a scaled drawing of the proposed improvements with dimensions noted.
- Statement of Approval or Consent (mm-dd-yyyy)**

Approval or consent by adjacent property owner(s) and any homeowners association (i.e. emails or letters).
- Written Justification (mm-dd-yyyy)**
 - Written description of the proposal including the following information:*
 - *Summary of variance or appeal request.*
 - *Summary description of the zoning requirement for which the variance is requested.*
 - *Summary justification/hardship. Explain why the request is needed.*
 - *Summary statement regarding any negative impact on the neighborhood or public good.*
- _____ (mm-dd-yyyy) - other requirement(s) as requested

To be completed by Planning:

- INCOMPLETE APPLICATION AND APPLICANT INFORMED ON: _____ (date)
- APPLICATION COMPLETE AND ACCEPTED ON: _____ (date)