



## SUBMITTAL REQUIREMENTS

The application for a variance must contain the following:

- A. **Application form and filing fee** (\$25.00) plus \$.75 (75 cents) for each address included in section D below. The required information must be submitted to Zoning Staff prior to the application deadline. The applicant must sign the application form for the request to be placed on the Zoning Board of Appeals agenda. The Zoning Office is located on the first floor at 281 N. College Avenue.
- B. **A digital copy of the application materials** must be submitted via flash drive. Please include:
  1. Written statement explaining reason for requesting variance
  2. Site or plot plan of the property, drawn to scale, showing setbacks.
  3. Landscape plan
  4. Project or Sign drawings
  5. Architectural elevations
  6. Other relevant documentation
- C. **Notification letters will be mailed to neighboring owners.** Staff will generate the list of names and mailing addresses of all owners of record of adjacent property within 150 feet of all the subject property for most applications. However, the N-C-L and N-C-M zones require a list of names and mailing addresses within 500 feet of the subject property when planned construction of in a 2 story house if the house on the abutting lot is 1 story; or if construction of a new house is greater than 2,500 square feet; or if an addition results in a total square footage of more than 3,000 square feet. Staff will mail notification letters with a description of the variance request to these owners before the Zoning Board of Appeals meeting.

### **Procedure to appeal the Board's decision**

- A. Any decision made by the Zoning Board of Appeals may be appealed to the City Council, but no new information can be presented.
- B. Any party who wishes to appeal a Zoning Board of Appeals decision must submit a written protest to the City Clerk within fourteen (14) days of the date of the Zoning Board of Appeals decision. The submittal form can be found on the City Clerk's website at [www.fcgov.com/cityclerk/appeals.php](http://www.fcgov.com/cityclerk/appeals.php)

## WHAT TO EXPECT AT THE ZONING BOARD OF APPEALS MEETING

- **Roll Call**
- **Approval of Minutes from previous meeting**
- **Staff Presentation**
- **Applicant Presentation**
- **Audience Participation:** Any interested parties may speak in favor or in opposition of petitioner's variance request.
- **Board Discussion:** The Board will discuss the variance request, ask additional questions, and reach a decision or table the item.
- **Vote:** The Board will vote to approve, approve with conditions, deny, or table the variance request. Any decision made by the Zoning Board of Appeals may be appealed to the City Council.

**FOR ADDITIONAL INFORMATION REGARDING THE ZONING VARIANCE PROCESS, PLEASE CONTACT OR VISIT THE CITY OF FORT COLLINS ZONING DEPARTMENT AT 281 N. COLLEGE AVENUE; 970-416-2745; OR EMAIL [Zoning@fcgov.com](mailto:Zoning@fcgov.com)**

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If not enough room,  
additional written  
information may  
be submitted