City of Thornton
9500 Civic Center Drive
Thornton, CO 80229

CITY DEVELOPMENT DEPARTMENT
303-538-7295
developmentsubmittals@ThorntonCO.gov

VARIANCE CHECKLIST

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

1. **Completed Application Form signed by Property Owner**
2. **Application Fee - refer to checkboxes on application form**
3. **Letter explaining the Variance request. Include all of the following:**
   - Address the unique physical circumstances or conditions of the lot particular to the affected property.
   - Explain why the strict application of the Development Code would create a demonstrated hardship not based on convenience, profit or caprice.
   - Explain why the hardship is not self-imposed.
   - Explain how the variance will not change the character of the zoning district.
   - Explain how the variance is in keeping with the intent of the Development Code.
   - Explain how the variance, if granted, will not adversely affect the health, safety or welfare of the citizens of the City.
4. **Plan Set - 1 set drawn to scale, 8 ½" x 11" minimum. Include, as required:**
   - Site Plan
   - Landscape Plan
   - Architectural Elevations
   - Grading Plan
   - Utility Plan
   - Photometric Plan
   - Existing Conditions Survey
   - Other reports as deemed necessary

SITE / LANDSCAPE PLAN TO INCLUDE:

- Subdivision name
- Legal description
- Vicinity map (scale: 1" = 600')
- North arrow
- Legends as necessary
- Dimensions of all principal site elements
- Existing and proposed building footprints and area in square feet
- Surrounding buildings/subdivisions
- Height of building(s)
- Easements
- Setback dimensions
- Curb cuts
- Graphic and written scale (base 10)
- Parking spaces/handicap spaces/loading spaces
- Sidewalks/driveways
- Lighting/mechanical equipment/ transformers
- Fencing (location and detail)
- Property boundary – thick solid line
- All environmentally sensitive areas of environmental hazard and significant environmental features such as lakes, trees, woodlands, bluffs ditches, streams, wetlands and floodplains
- Location and dimensions of all existing and proposed pedestrian and vehicular ingress and egress points, right-of-ways, alleys, other public ways or private drives within or adjacent to the property
- Lot lines
- Streets/street names
- Title block/narrative information
- Square footage for each lot and/or tract
- Trails
- Cross section diagrams as needed
- Detention ponds
- Retaining walls – location/ height/ material
- Fences – location/ height/ material

ARCHITECTURAL ELEVATIONS TO INCLUDE:

- Front elevation(s)
- Left side elevation(s)
- Right side elevation(s)
- Rear elevation(s)
- Color renderings of the proposed building(s) may be required prior to the public hearing.
- Label the major colors and materials used on the proposed building(s).
- A "sample board" containing actual samples of materials and colors may be required prior to the public hearing.
- Fence and retaining wall materials/ colors/ heights.

A VARIANCE REQUEST IS CONSIDERED BY THE DEVELOPMENT PERMITS AND APPEALS BOARD (DPAB) AT A PUBLIC HEARING.
IN HEARING A REQUEST, THE BOARD WILL CONSIDER THE FOLLOWING STANDARDS:

(1) The Board shall not grant a Variance to the Development Code which:
   a. Permits a land use not normally allowed by the zoning district.
   b. Is located in the public right-of-way.
   c. Alters any definition of the Development Code.
   d. Is other than the minimum variance that will afford relief with the least modification possible to the requirements of the Development Code.
   e. Is based on physical conditions or circumstances of the property so general or recurring in nature as to reasonably make practicable the formulation of a general regulation to be adopted as an amendment to the Development Code.
   f. Is based exclusively on findings of personal or financial hardship.

(2) In order to grant a variance to the Development Code, the Board shall find that all the following have been meet;
   a. There are unique physical circumstances and conditions such as irregularity, narrowness or shallowness of the lot, or exceptional topographical or other condition particular to the affected property.
   b. Because of these unique physical circumstances and conditions the property cannot be reasonably developed or used in compliance with the provisions of the Development Code.
   c. Due to unique physical circumstances and conditions, the strict application of the Development Code would create a demonstrated hardship.
   d. The demonstrated hardship is not self-imposed.
   e. The variance if granted will not adversely affect the proposed development or use of adjacent property or the neighborhood.
   f. The variance if granted will not change the character of the zoning district in which the property is located.
   g. The variance if granted is in keeping with the intent of the Development Code.
   h. The variance if granted will not adversely affect the health, safety or welfare of the citizens of the City.

Please Note:

(3) Convenience, profit or caprice shall not constitute undue hardship.
(4) This section shall not apply to Variances for Signs, which are regulated under Section 18-718.
(5) The Board may impose any reasonable conditions on the issuance of a variance and may amend the variance from what is requested.

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APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)
- ☐ Rezoning/Zoning Amendments $695
- ☐ Planned Development Zoning $695, plus $15/acre (round up to the next whole acre)
- ☐ PD Zoning Amendment (Administrative) $695

Appeal
- ☐ Staff/PC Decision $90

Variance (V)
- ☐ Variance Request $115

Conceptual Site Plan (CSP)
- ☐ Conceptual Site Plan $695

Comprehensive Plan Amendment (SPCD)
- ☐ Comp Plan Amendment $350

Development Permit (DP)
- ☐ Development Permit $580
- ☐ Specific Use Permit (D.P. Required) $115
- ☐ DP Amendment (PC) $290
- ☐ DP Amendment (Administrative) $250

Subdivision Plat (SUB)
- ☐ Subdivision Plat $230, plus $15/acre (round up to the next whole acre)
- ☐ Subdivision Plat Amendment (SUBA) $250

Engineering
- ☐ Construction Drawings (CDs) (No Fee)
- ☐ Floodplain Development Permit $600 (Additional Application Required here)
- ☐ Pond Certificates (No Fee)
- ☐ Grading and Erosion Control (No Fee)

Other
- ☐ Minor Development Permit (MDP) $100
- ☐ Limited Use Permit
- ☐ Temporary Use Permit (TUP) $90
- ☐ Vacation of Right-of-Way $250
- ☐ Oil and Gas Permit $695, plus $15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

_____

_____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres):_____(Square Feet):_____**Current Zoning**:_____**Proposed Zoning**:_____

Existing Land Use(s) & Structures:_____

Proposed Land Use(s) & Structures:_____

For residential developments: check to acknowledge that project may be subject to growth restriction measures and issuance of building permits is not guaranteed: ☐

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

Applicant:_____Telephone:_____

Address of Applicant:_____Email:_____

*Applicant Signature:_____Print Name: _____

Land Owner: _____Telephone:_____
(if the same as applicant- put "same")

Address of Land Owner:_____Email:_____

*Land Owner Signature:_____Print Name: _____

Land Owner: _____Telephone:_____
(if the same as applicant- put "same")

Address of Land Owner:_____Email:_____

Land Owner Signature:_____Print Name: _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).
***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

City of Thornton

City Development
9500 Civic Center Dr.
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303-538-7295

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@ThorntonCO.gov
    1) Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.
    2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.

- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
    1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: https://support.google.com/mail/answer/56256?hl=en
    2) Use the link here or copy/type the URL Below into your browser: https://drive.google.com/open?id=1szCf8FVlGO76naq-xwQvFggt61otfAhi
    3) Email developmentsubmittals@ThorntonCO.gov when you have completed your upload indicating your application has been submitted.
    4) Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.

Notice to All Applicants

- Applicants will be given a written summary of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.