



## TOWN OF WINTER PARK VARIANCE REQUEST SUBMITTAL REQUIREMENTS

1. Completed application.
2. Variance Application Fee – \$250.00 plus the cost of certified mailing and legal publication.
3. Certified list of surrounding property owners within 300 ft. of the extreme limits of the subject property to be printed on mailing labels. Please provide three (3) sets of labels.  
  
Contact the Grand County Assessor's office to obtain certified list and labels.
4. Ten (10) copies of a site plan, from a registered surveyor, of the subject property. The site plan should include any existing or proposed building footprints.  
  
Also provide enough copies for mailing to the adjacent property owners – sized 8½" x 11" or 8½" x 14".
5. Additional information required by the Town or information which may support the applicant's variance request which may include drawings or photographs, letters of support or any other information which may be of benefit.

### Variance Procedure

1. Staff posts property in not less than two (2) places at least 15 days before the date set for the hearing. Posting shall be on each public road within 300 ft. of the exterior boundaries of the affected land in conspicuous places at distances of not less than 200 ft. apart.
2. Publish at least one time in the official newspaper of the Town – the last publication of the notice shall be at least 15 days before the date set for the hearing.
3. The notice of hearing, which is posted and published, should contain:
  - a. The time and place of hearing.
  - b. A brief description of the land which is the subject of the matter to be heard.
  - c. The purpose of the hearing and the variance requested
  - d. Any other information which the Board of Adjustment considers necessary or desirable in the public interest.
4. Notification via the U.S. Mail to property owners within 300 ft. of the property a minimum of 15 days prior to the hearing.
5. The decision of the Board of Adjustment shall be reported to the applicant in writing within 30 days of the hearing.



TOWN OF WINTER PARK  
BOARD OF ADJUSTMENT  
VARIANCE REQUEST APPLICATION

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address Of Property For Which The Variance Is Requested: \_\_\_\_\_

Legal Description Of Property: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Detailed Description Of Variance Requested: \_\_\_\_\_

Reasons Why The Variance Should Be Granted: \_\_\_\_\_

Board of Adjustment meetings are scheduled as needed on Thursdays at 8:00 a.m.  
at the Winter Park Town Hall. Proper notification of these proceedings will be  
completed by Town staff upon complete application submittal.

\_\_\_\_\_  
Applicant Signature

Received By: \_\_\_\_\_ Date \_\_\_\_\_

\$250 Fee Received: \_\_\_\_\_