

Contact Information

Primary Contact Person is Owner Applicant Consultant/Engineer

Record Owner(s)

Mailing Address _____

Phone _____

Cell Phone _____

Fax _____

Email _____

Applicant

Mailing Address _____

Phone _____

Cell Phone _____

Fax _____

Email _____

Consultant/Engineer

Mailing Address _____

Phone _____

Cell Phone _____

Fax _____

Email _____

APPLICATION FEES

For variance applications within the Estes Valley Planning Area, both inside and outside Town limits

See the fee schedule included in your application packet or view the fee schedule online at www.estesnet.com/ComDev/Schedules&Fees/PlanningApplicationFeeSchedule.pdf.

All requests for refunds must be made in writing. **All fees are due at the time of submittal.**

APPLICANT CERTIFICATION

- ▶ I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property.

- ▶ In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Estes Valley Development Code (EVDC).

- ▶ I acknowledge that I have obtained or have access to the EVDC, and that, prior to filing this application, I have had the opportunity to consult the relevant provisions governing the processing of and decision on the application. (The Estes Valley Development Code is available online at www.estesnet.com/ComDev/DevCode.)

- ▶ I understand that acceptance of this application by the Town of Estes Park for filing and receipt of the application fee by the Town does not necessarily mean that the application is complete under the applicable requirements of the EVDC.

- ▶ I understand that this variance request may be delayed in processing by a month or more if the information provided is incomplete, inaccurate, or submitted after the deadline date.

- ▶ I understand that a resubmittal fee will be charged if my application is incomplete.

- ▶ The Community Development Department will notify the applicant in writing of the date on which the application is determined to be complete.

- ▶ I grant permission for Town of Estes Park Employees and Members of the Board of Adjustment with proper identification access to my property during the review of this application.

- ▶ I acknowledge that I have received the Estes Valley Board of Adjustment Variance Application Schedule and that failure to meet the deadlines shown on said schedule shall result in my application or the approval of my application becoming NULL and VOID. I understand that full fees will be charged for the resubmittal of an application that has become null and void.

- ▶ I understand that I am required to obtain a "Variance Notice" sign from the Community Development Department and that this sign must be posted on my property where it is clearly visible from the road. I understand that the corners of my property and the proposed building/structure corners must be field staked. I understand that the sign must be posted and the staking completed no later than ten (10) business days prior to the Estes Valley Board of Adjustment hearing.

- ▶ I understand that if the Board of Adjustment approves my request, "**Failure of an applicant to apply for a building permit and commence construction or action with regard to the variance approval within one (1) year of receiving approval of the variance shall automatically render the decision of the BOA null and void.**" (Estes Valley Development Code Section 3.6.D)

Names:

Record Owner PLEASE PRINT: _____

Applicant PLEASE PRINT: _____

Signatures:

Record Owner _____

Date _____

Applicant _____

Date _____