

**Estes Valley Board of Adjustment
Submittal Requirements
EVDC Appendix B.VII**

1. A pre-application conference with Community Development Staff.
2. A completed application form.
3. All applicable fees.
4. A vicinity map locating the subject property and showing streets and other general development of the surrounding area.
5. A development plan containing, at a minimum, the following information:
 - a. Location of all existing and proposed buildings, structures, parking areas and signs on the property, including the location of required and proposed front, side and rear building and other setback lines.
 - b. A statement of the proposed use of each existing or proposed building or structure on the site.
 - c. Location of property lines, existing easements and other restrictions, rights-of-way, stream/river corridors, wetlands and critical wildlife habitat, as applicable.
 - d. The existing land use of all adjacent properties, and the location of all existing buildings and structures within two hundred (200) feet of the lot or property line of the subject site.

Staff shall have the discretion to request a more detailed development plan if the specific variance or modification request is relatively complex or raises compatibility issues.

6. The specific Code standards (including citations) sought to be varied or modified.
7. A written statement of how the proposed variance meets the applicable standards for review as set forth in Section 3.6 (Variances) of the Code. (See attached.)
8. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.
9. **Field Staking.** The lot corners and building corners of the proposed structure shall be field staked ten (10) business days prior to the scheduled Board of Adjustment hearing.
10. **Site Notice.** The applicant shall be responsible for posting the Estes Valley Board of Adjustment sign on the property fourteen (14) days prior to the public hearing according to Community Development Department standards.