CITY OF MOUNTAIN PARK VARIANCE APPLICATION

All information must be legible- please print or type.

Date:	Application Number: _	
Administrative Variance Fee Received: (Fee, if submitted after construction has be		ce the cost of the current fee)
Property Owner Information:		
Name:		
Contact:		
2. Address:Street		
City	State	Zip Code
3. Telephone Number:	Fax Number:	
Email address:		
Property Information:		
4. Address:		
5. Variance(s) requested (please itemize an	d describe individually):	
(Attach additional sheets if necessary. Both	n sides of this application must	be completed)
6. Specify the basis (justification) for the v	ariance(s):	

7. In support of this	request, I submit the	e following items, which are attached and made part of this application:
REQUIRED:		
2. Letters of support	from adjacent prope	uding proposed work, property lines, building setback lines) erty owners sed for a variance, (IE: photos, topographical survey)
I attest that I have re provided are accurate		he questions contained herein and that the responses I have knowledge.
Name of Property Ov	vner (Please Print)	
Signature of Property	Owner	
$\infty \infty $	∞	∞ Below for city use only ∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞∞
Date received:		By:
BZP Hearing Date: _		Recommendation:
City Council Hearing	Date:	
Approved	Denied	Approved with the following conditions:
City Clerk:		Date:

CITY OF MOUNTAIN PARK VARIANCE PROCEDURE

APPLICANT:

- 1. Schedule optional preliminary meeting with BZP (Building, Zoning & Permits) committee to discuss proposed work.
- 2. Submit completed application, including supporting documents; and fee (non-refundable) to City Clerk.

CITY CLERK:

- 1. Clerk logs in application and notifies BZP members.
- 2. Bzp member reviews application and site plan for completeness, and notifies Clerk to schedule for next BZP meeting.
- 3. CRAB (Citizen Review and Advisory Board) reviews application and either requests more information or makes a recommendation.
- 4. Clerk notifies applicant of CRAB comments.
- 5. BZP chairman schedules a public hearing for the application.
- 6. Clerk notifies in writing all adjacent property owners.
- 7. Clerk posts notification sign a minimum of 14 days before the hearing.

PUBLIC HEARING:

- 1. BZP chairperson reads the application.
- 2. Applicant makes presentation.
- 3. Committee discussion.
- 4. Public discussion. Time limits may be imposed by Chairperson.
- 5. Public discussion is closed.
- 6. Committee discusses and votes on recommendation.

CITY COUNCIL:

- 1. Clerk schedules variance for next Council meeting (At least 7 days and no more than 45 days). A quorum must be present.
- 2. BZP Chairperson presents case and recommendation to Council.
- 3. Public discussion.
- 4. Council discussion, motion including conditions and vote.
- 5. Clerk signs and dates original application for file. Copy of approval is mailed to applicant.
- 6. Council vote is placed on city website.