



**City of Victor**  
 500 Victor Avenue  
 Victor, CO 80860  
 719-689-2284  
 cityofvictor.com

## APPEALS CHECKLIST

Only **complete** applications will be accepted. Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items (Requirements for Submittals May Be Adjusted At Pre-Application Meeting)
		<b>Pre-application</b> meeting with City Staff held on:
		<b>Zoning Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Initiation:</b> An Appeal may be initiated by: (circle appropriate designation)  1. The applicant in the action being appealed; 2. Any owner of property located within 300' of the property that is the subject of the action being appealed; 3. Any resident of the City who participated in the decision being appealed, either by submitting written comments on the application, or by testifying at any public hearing on the application; or 4. Any department of the City or public agency providing services in the City, if appeal is based on an alleged impact on its services or facilities.
		<b>Written statement</b> generally describing the proposed use, its operation and compliance with variance criteria of 16-11-140 of the VMC
		<b>Fees</b>
		Application Fee (Non-Refundable): See Fee and Fine Schedule
		<b>Verification</b> that the Appeal application is submitted within 60 days of the decision which is being appealed
		<b>Additional material/information</b> as requested by City staff or Council
<b>Note:</b>		<b>City Council</b> has 60 days from the submittal date of _____ to make a decision on this appeal.