



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)
		Pre-application meeting with City Staff held on:
		Zoning Application Form
		Completed Checklist (this form)
		Initiation: An Appeal may be initiated by: (circle appropriate designation) <ol style="list-style-type: none"> 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.
		Written statement generally describing the proposed use, its operation and compliance with variance criteria of 16-11-140 of the VMC
		Fees
		Application Fee (Non-Refundable): See Fee and Fine Schedule
		Verification that the Appeal application is submitted within 60 days of the decision which is being appealed
		Additional material/information as requested by City staff or Council
Note:		City Council has 60 days from the submittal date of _____ to make a decision on this appeal.