



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

**VARIANCE PERMIT
 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)
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		Pre-application meeting with City Staff held on:
		Zoning Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		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
		Recording Fee: TBD
		Submittals (will be determined during pre-application meeting)
		Names and Addresses of all property owners within 300 feet of property
		Site Plan (max. 24"X36") (includes parcel boundaries, location of existing and proposed improvements, setbacks and other details per City of Victor Development Plan Manual)
		Vicinity Map
		Indicate location, type and dimensions of variance requested
		Other details per City of Victor Development Plan Manual
		Other Documents: Provide a copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City staff
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Public Hearing