



## VARIANCE

### APPLICATION OVERVIEW AND SUBMISSION MATERIALS

A Variance application will be reviewed in accordance with the procedures and requirements as outlined in Chapter 16, Article 24 of the Edgewater Municipal Code.

Variances may be granted by the Board of Adjustment when the circumstances and conditions of a property are exceptional or extraordinary such that they do not apply to property generally within the City and such that denial of an application for relief from the zoning requirements would result in an inability to reasonably utilize the property.

The City of Edgewater's Municipal Code, Chapter 16 can be found online at the following website address: ([https://www.municode.com/library/co/edgewater/codes/municipal\\_code?nodeId=18011](https://www.municode.com/library/co/edgewater/codes/municipal_code?nodeId=18011)).

#### FEE

A non-refundable fee is required and is to be paid once an application has been submitted.

**ALL PLANNING APPLICATIONS ARE ACCEPTED THROUGH EDGEWATER'S ONLINE PORTAL.**

*Note: No variance authorizing a change in the permitted or conditional uses of property shall be granted.*

*Note: A presubmittal meeting with the City is encouraged prior to the submission of a variance application.*

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### USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

**Written List of all Property Owners** and mailing addresses within 100 feet of the property

**Letter of Intent**

The letter must describe the request and address each of the following:

- The property has extraordinary or exceptional physical conditions that do not generally exist in nearby properties in the same zoning district;
- The extraordinary or exceptional physical condition of the property will not allow reasonable use of the property in its current zone in the absence of relief;
- The granting of the variance will not have an adverse impact on the surrounding properties, the neighborhood, or the community as a whole;

- The granting of the variance will not be detrimental to public health, safety and welfare or injurious to surrounding property values and neighborhood character;
  - The granting of the variance shall not be substantially inconsistent with any plans adopted by the City;
  - The granting of the variance shall not materially weaken the general purpose of this Chapter 16 or any other zoning regulations of the City;
  - The variance, if granted, shall only be to the extent necessary to afford a reasonable use of the property; and
  - The unique conditions of the property under which the variance is sought were not created by the owner of the property or his or her agent.
- Other information** as determined necessary for proper review and evaluation of the application, including but not limited to:
- Certified and Stamped Survey
  - Site Plan
  - Elevation Drawings