

RESIDENTIAL VARIANCE – APPLICATION ASSISTANCE

Residential Variance Application Fees:

- **Application Fee-\$250**
- **Public Notice Fees: approximately \$50**
 - Postcards- postcards are sent to all property owners within 100-feet of the property requesting a variance. Each postcard costs \$2.
 - Poster- **The property must be noticed with a Zoning Board of Appeals poster. Each poster costs \$3.**
 - Legal Notice- **Legal notice published in the newspaper is calculated based on the length of the notice and divided by the number of cases being heard that month. This cost varies.**

HOW TO APPLY:

Apply online using this link:

<https://www.pueblo.us/PLACE>

You will need to create a login, which you will use each time you submit an application in Pueblo PLACE, so please make sure to **save your login** information. Try to include as much information as possible in your application, this will assist the Planner in completing their staff report. Upload all required documents as **PDF's**, in the "Attachment" portion of the application. Once you have completed the application, you can pay by credit card or e-bank check online (fees apply) or you can pay in person at our office.

If you are applying for a variance that involves an addition or accessory structure, etc., please include those plans in the scanned attachments of this application.

If the Zoning Board of Appeals approves the application for a variance, then the fee for the addition or accessory structure application, is paid thereafter.

JUSTIFICATION OF FACTS:

PLEASE ADDRESS EACH ITEM WHEN FILLING OUT THE ONLINE APPLICATION

Before the Zoning Board of Appeals may grant a variance, it must make written findings, based upon appropriate evidence and testimony, that all the following conditions exist, where applicable.

- a. (*Neighborhood compatibility*) The granting of a variance will not: reduce the required light and air to adjacent properties; constitute a nuisance to the properties within one hundred (100) feet of the property for which the variance is requested; or substantially reduce the monetary value of properties within one hundred (100) feet of the property for which the variance is requested.

- b. *(Avoiding bad legal precedents)* The general planning of the City with respect to land use, density of use and the location of streets and highways will not be jeopardized.
- c. *(Hardship imposed by the City Zoning code)* Strict adherence to this Title would not secure appropriate development of the property for which the variance is requested.
- d. *(Hardship unique to this location)* The property for which the variance is requested suffers a unique or singular disadvantage, not common to other property in the district, through the operation of this Title.

Application deadlines, meeting dates and times, agendas, and minutes of the **Zoning Board of Appeals** are available online at:

<http://pueblo.us/zba>