CITY OF CAÑON CITY
PLANNING & ZONING DEPARTMENT

VARIANCE PROCESS:

PER CHAPTER 17.36 OF THE CAÑON CITY MUNICIPAL CODE • PUBLIC NOTICE IS REQUIRED

Allow a minimum of 30-45 days for processing.

1 PRE-APPLICATION

A pre-application meeting is held between city staff, the applicant, and their representatives to discuss whether the applicant's situation rises to the level of a variance.

2 SUBMIT APPLICATION

Applicant submits variance application, including all required items and quantities in both hardcopy and electronic files. Application fees must also be paid.

3 DETERMINE COMPLETENESS

Staff determines if the application is complete (does it contain required components). If the application is not complete the City notifies applicant of the deficiencies. No further processing of the application occurs until the application is complete.

4 SET BOARD OF ADJUSTMENT HEARING DATE

Once the application is complete, the hearing date before the Board of Adjustment is set, and public notices for that hearing are disseminated.

5 REFERRAL & REVIEW

Staff refers (sends) the application details to appropriate municipal departments, outside agencies, and utility providers for their review and comment. Concurrently, staff evaluates the request against criteria for variances.

6 COMMENTS TO APPLICANT

Staff provides all comments on the request to the applicant. Applicant has the option to modify request, withdraw, or proceed to hearing without changes.

7 APPLICANT CORRECTIONS

Applicant can modify the request or proceed without changes. If modifications are sought, this could result in hearing date changes before the Board of Adjustment.

8 BOARD OF ADJUSTMENT HEARING

In a public hearing, the Board of Adjustment considers the request, the recommendations by staff, and any relevant testimony offered by the public. The Board of Adjustment then makes its decision on the request.

11 CONCLUSION

If approved, the approval becomes effective immediately. If denied, the process ends.

APPLICANT & CITY | APPLICANT | CITY

March 2021