



# Variance Submittal Checklist

1

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Variance applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative outlining reasons why the item has not been submitted shall be included. Lack of such statement or any required items shall constitute an incomplete submittal and shall be rejected by the City. Please review Section 24-513 through 24-518 of the City of Greeley Development Code for complete application and procedural requirements.

2

## APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Application form (*attached*).
- ☐ Application fee consistent with the City of Greeley's Fee Schedule.
- ☐ Proof of ownership or legal instrument identifying the applicant's interest in the property.
- ☒ Narrative describing the reason for the variance request.
- ☐ Narrative describing the grounds on which the claim is justified. Address the specific criteria in Section 24-516.
- ☐ Basic site plan (dimensioned and/or to scale), site photos, building elevations or other supporting documentation.

I am requesting a variance, based on a request from Becky Safarik, City of Greeley Interim Community Development Director. When our house was built, the original build included a storage shed on the lower level deck that protuded from the side of the house. Apparently this is too close to the property line and we want a variance allowing the storage shed to stay. The plans were submitted to the City of Greeley and approved, and inspected without any challenges. We are being told a variance after the fact is needed. Becky has all documents, pictures, and relevant information. Please refer to the documents already submitted.