



# ZONING VARIANCE SUBMITTAL CHECKLIST

Municipal Code  
Chapter 16, Sec. 16-  
31(g)(2)

PO Box 351  
 50 S Beech Street  
 Hudson, CO 80642

Phone: 303-536-9311  
 Fax: 303-536-4753  
 info@hudsoncolorado.org

Project Name: \_\_\_\_\_

REVIEW PROCESS
1. Complete Sketch Plan application received by Town
2. Public Notification begins; applicant may be requested to post a sign on the property
3. Board of Adjustment Meeting; may have required plan revisions

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Transmittal letter listing items included in the application and describing in general terms the proposed variance.
			Completed Land Use application form.
			Review Fee Deposit: _____.
			Evidence of current ownership or lease agreement, acceptable to the Town Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days, or lease agreement.
			1. Stamped envelopes addressed to owners of all property within 500'. Statement of source(s) of addresses.
			Variance Map if required by staff to adequately describe proposal: 1. Two (2) copies of full-size, 24 inch x 36 inch paper map, properly folded. 2. One copy of map, reduced to 11" x 17". 3. Digital copy.
			Variance hardship questionnaire.
			Additional documents of fees as required.

Comments: \_\_\_\_\_

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