

**CITY OF MOUNTAIN PARK
VARIANCE APPLICATION**

All information must be legible- please print or type.

Date: _____ Application Number: _____

Administrative Variance Fee Received: \$200
(Fee, if submitted after construction has begun on a project, shall be twice the cost of the current fee)

Property Owner Information:

Name: _____

Contact: _____

2. Address: _____
Street

City

State

Zip Code

3. Telephone Number: _____ Fax Number: _____

Email address: _____

Property Information:

4. Address: _____

5. Variance(s) requested (please itemize and describe individually):

(Attach additional sheets if necessary. Both sides of this application must be completed)

6. Specify the basis (justification) for the variance(s):

CITY OF MOUNTAIN PARK VARIANCE PROCEDURE

APPLICANT:

1. Schedule optional preliminary meeting with BZP (Building, Zoning & Permits) committee to discuss proposed work.
2. Submit completed application, including supporting documents; and fee (non-refundable) to City Clerk.

CITY CLERK:

1. Clerk logs in application and notifies BZP members.
2. Bzp member reviews application and site plan for completeness, and notifies Clerk to schedule for next BZP meeting.
3. CRAB (Citizen Review and Advisory Board) reviews application and either requests more information or makes a recommendation.
4. Clerk notifies applicant of CRAB comments.
5. BZP chairman schedules a public hearing for the application.
6. Clerk notifies in writing all adjacent property owners.
7. Clerk posts notification sign a minimum of 14 days before the hearing.

PUBLIC HEARING:

1. BZP chairperson reads the application.
2. Applicant makes presentation.
3. Committee discussion.
4. Public discussion. Time limits may be imposed by Chairperson.
5. Public discussion is closed.
6. Committee discusses and votes on recommendation.

CITY COUNCIL:

1. Clerk schedules variance for next Council meeting (At least 7 days and no more than 45 days). A quorum must be present.
2. BZP Chairperson presents case and recommendation to Council.
3. Public discussion.
4. Council discussion, motion including conditions and vote.
5. Clerk signs and dates original application for file. Copy of approval is mailed to applicant.
6. Council vote is placed on city website.