



# VARIANCE APPLICATION

(Please see the Town of Windsor [Fee Schedule](#) for Application Fees)

**1**

- Please review Sec. 16-6-60, 16-6-70 and 16-6-80 of Chapter 16 of the [Town of Windsor Municipal Code](#) for variance requirements and procedures.
- Variance requests are considered by the Board of Adjustment, which meets at 7 p.m. on the fourth Thursday of every month.
- Prior to submitting an application, a pre-application meeting with Planning Department staff is required. In order for an item to be placed on a given month's agenda, a complete application and fee must be received no later than the 1<sup>st</sup> day of that month. Incomplete applications will not be scheduled for consideration.
- Scaled drawings necessary for the proper consideration of this variance shall be submitted with this application. With new construction projects, building additions or remodels, you must contact SAFEbuilt Colorado, Inc. (970-686-7511) to determine compliance with applicable building codes.

**2**

A request is hereby made for a variance of the Town of Windsor ordinances due to special conditions where a literal enforcement of the ordinance would result in unnecessary hardship.

**Property Address\*:** \_\_\_\_\_

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**A variance is being requested from the following Municipal Code section(s)\*:**

\_\_\_\_\_

**3**

**OWNER:**  
 Name(s)\*: \_\_\_\_\_  
 Address\*: \_\_\_\_\_  
 Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**APPLICANT or REPRESENTATIVE:**  
 Name\*: \_\_\_\_\_  
 Address\*: \_\_\_\_\_  
 Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**4**

Municipal Code Section 16-6-60(b) states, in part:

**Variations may be considered where, due to special conditions, a literal enforcement of the provisions of this Chapter would result in unnecessary hardship.**

**Unnecessary hardship** is defined by the Municipal Code as enumerated in items 1-4 below. Please describe how each item is met in the space provided. Applications will be deemed compete once *all* criteria have been addressed. You may attach additional sheets if necessary.

- 1. A situation where the property cannot be reasonably used under the conditions allowed by this Code\*.**

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2. **The situation shall result from circumstances unique to the property and shall not be created by the landowner\***. *Note: landowner also means any contractor or agent acting on behalf of the landowner.*

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3. **The variance, if granted, will not alter the essential character of the surrounding neighborhood\***.

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4. **Economic considerations alone shall not constitute an unnecessary hardship if a reasonable use for the property exists under the provisions of this Code\***.

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*I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted within this application are true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Proof of owner's authorization is required with submittal if signed by Applicant)*

**Print Name:** \_\_\_\_\_

**Submitted On:** \_\_\_\_\_

*(Please email completed application and materials to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com))*

*\*Required fields*