



# Board of Adjustment Application Information

# BOARD OF ADJUSTMENT

The Board of Adjustment ("Board") consists of five (5) members appointed by the Town Council. All members are residents of the Town.

## Following proper notice:

1. **Written notice.** Written notice of a public hearing shall be sent by first-class mail at least fifteen (15) days prior to the date on which the public hearing is to be held. Notice is considered sent on the date it is postmarked by the U.S. Postal Service. Written notice shall be sent to owners of the property, which is subject of the public hearing and to owners of property within three hundred (300) feet of the subject property; provided however, that the Director, at his or her discretion, may require an expanded notification area. In compiling the names and addresses of the notice recipients, the applicant may rely on the accuracy of the public records of Douglas County, Colorado, within thirty (30) days of the hearing.
2. **Posted notice.** The real property proposed to be developed shall be posted with signage at least fifteen (15) days prior to the date on which the public hearing is to be held, giving notice to the general public of the proposed development. For parcels of land exceeding ten (10) acres in size, two (2) signs shall be posted. The size of the sign is established in accordance with the standards set forth in the Development Services Procedures Manual, as amended from time-to-time. Such signs shall be generated by the Development Services Department and shall be posted on the subject property by the Town, or applicant if directed by the Director, in a manner and at the location(s) reasonably calculated by the Director to afford the best notice to the public. Once the sign is posted, the applicant is responsible for ensuring the sign is maintained in accordance with the requirements set forth in the Development Services Procedures Manual.
3. The Town shall post a notice of the hearing on the **Town's website** seven (7) days prior to such public hearing, in the usual and customary location within the website for such notices. For the purpose of this section, website shall mean the Town's website known as [www.CRgov.com](http://www.CRgov.com).

## The Board shall hear and decide an appeal on specific cases for a variance according to the following:

- Minimum area of lot;
- Minimum width of lot;
- Maximum height of buildings;
- Minimum front yard;
- Minimum side yard;
- Minimum rear yard;
- Minimum off-street parking requirements;
- Title 19, Sign Code Regulations, except as limited under Subsection 19.04.080.H, CRMC;
- Minimum landscape requirements;
- Maximum fence height; and
- Chapter 17.58 (Illumination) of this Title.

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**In making its decision on a variance application, the Board shall consider the following and find:**

- The strict enforcement of the provisions of this Code will result in practical difficulties or unnecessary hardship to the applicant, inconsistent with the intent and purpose of this Code;
- The practical difficulties or unnecessary hardship were not created by the applicant;
- Unique physical conditions or exceptional topography exist on the subject property and similar unique conditions do not exist on neighboring properties;
- The property is unable to be reasonably developed in conformity with the provisions of this Code due to unique physical conditions or exceptional topography;
- The variance, if granted, will not substantially alter the character of the neighborhood in which the property is located, or impair the use or development on adjacent property; and
- The variance, if granted, will not create an adverse effect on public health, safety and welfare or cause harm to adjacent properties.



## **Application Process**

### **SUBMITTAL REQUIREMENTS:**

- Completed application with owner's signature (attached)
- \$500.00 Fee
- Plot Plan/Elevation Plan
- Narrative of the requested variance and evidence of meeting the hardships and difficulties, as described above
- Other information, as applicable:
  - Photos
  - Drawings or simulations
  - Construction plans
  - Letter of approval from the HOA
  - Letters of no objection from affected neighbors

**The Board of Adjustment meets the first Thursday of each month at 6:00 pm at Town Hall  
Applications are required to be submitted at least 30 days prior to the anticipated hearing date.**

### **QUESTIONS?**

Contact: Tammy King, Zoning Manager

Phone: 720-733-3557

Email: [tking@crgov.com](mailto:tking@crgov.com)

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Development Services Department
100 N. Wilcox Street, Castle Rock CO 80104
Tammy King, Zoning Manager
720-733-3557 tking@crgov.com

BOARD OF ADJUSTMENT (BOA)

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Applications are due 30 days prior to the hearing you wish to attend. Meetings are held the first Thursday of each month at 6:00pm

Applicant Information

APPLICANT: COMPANY:
PHONE: E-MAIL:
ADDRESS: CITY/ZIP:
APPLICANT'S SIGNATURE:

Owner Information

OWNER: COMPANY:
PHONE: E-MAIL:
ADDRESS: CITY/ZIP:
OWNER'S SIGNATURE:

Property Information

SITE ADDRESS:
LEGAL DESCRIPTION:
CURRENT ZONING:
VARIANCE REQUEST:

Submittal Requirements

- Fee of \$500.00
Plot Plan/Elevation Plan
Narrative of the variance requested and evidence of meeting the difficulties and hardships, as outlined in CRMC 17.06.020.B.2 and 19.04.080.G
Other information, as applicable:
Photos
Drawings or simulations
Construction plans
Letter of approval from the HOA
Letters of no objection from affected neighbors

Staff Only

Meeting Date Staff Acceptance Date and Signature