

## Variance 2020 Checklist



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Variance Site Plan: Please upload a variance site plan showing the variance you are seeking and the portion of the lot that will be affected.
  - Document Name: Variance Site Plan

**I verify that I have reviewed the City of Brighton's technical requirements for Variance Site Plan submittals and that my plans meet said requirements.**

Copies of the requirements for the City of Brighton concerning Variance Site Plans can be found here:

- Variance Site Plan Template Instructions
2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.
    - Document Name: Proof of Ownership
  3. Legal Description: Please upload as a word document a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
    - Document Name: Legal Description
  4. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application. For oil and gas applications, the distance for property owners shall be increased to 1,000 feet.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners
5. Improvement Location Certificate (ILC): Please provide an ILC that has been prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado, which demonstrates the location and size of all existing structures on the property (house, deck, shed, etc.). This is a document typically required by a lender or insurance company prior to any property ownership transfer.
    - Improvement Location Certificate
  6. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Explain in detail the requested variance. Please cite the code section of the Land Use and Development Code that relief is sought from and explain how a strict application of the standard would result in an unusual and exceptional practical difficulty.
  7. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Please explain the hardship: the exceptional physical conditions or extraordinary and exceptional situations unique to the property which justify the variance. Including, but not limited to, physical conditions of the property such as exceptional narrowness, shallowness or topography.

8. Neighborhood Meeting Minutes: A neighborhood meeting **may** be required by the Community Development Director. If a meeting is required, please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to section 2.01(D) of the Land Use and Development Code for additional information.
- Document Name: Neighborhood Meeting Minutes

9. Hard Copy Requirements

1. Two (2) bound sets of the Variance Site Plan and ILC
2. Two (2) sets of pre-printed address labels
3. One (1) copy of the Application (printed from digital submittal)

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

10. **I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**

Variance Site Plan Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Variance Site Plan for *Project Name*" (i.e. Variance Site Plan for Widgets, Inc.)
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

Sheets shall be sized 18" x 24" per county recording requirements.

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given (i.e., "Cover Sheet"):

1. Cover Sheet
  - i. Plan Title
    1. Location: Top Center of Page
    2. Title – "Variance Site Plan for *Name of Project*"
    3. Subtitle – Abbreviated legal description
  - ii. Vicinity Map
  - iii. Full legal description
  - iv. Index of plan sheets
    1. Location: Right side of page
  - v. Signature blocks and/or Approval Stamp Templates (provided by the City)
    1. Board of Adjustment
    2. DRC Stamp
  - vi. Names and addresses of the owner and designer
- b. Variance Site Plan Sheet X of Y (if more than one sheet)
  - i. Names of abutting, existing subdivisions
  - ii. Location and description of existing
    1. Property Lines
    2. Rights-of-way
      - a. Including but not limited to, streets, alleys, bike lanes, and public trails
    3. Easements
    4. Water Courses that will remain
    5. Other important features within and adjacent to the subject area
  - iii. Location and description of proposed
    1. Structures
    2. Private Rights-of-way
      - a. Including but not limited to drive aisles, sidewalks, trails
    3. Water Courses
    4. Other important proposed features within the subject area
- c. Potentially Required Depending on Variance
  - i. Architectural Elevations
    1. Chart of materials used with percentage of surface covered total and per building face.
  - ii. Landscape Plan
    1. Overall placement of plants along all transportation facilities, tracts, and other public areas



2. Plant schedule with:
  - a. Quantity
  - b. Symbol
  - c. Common/Scientific Name
  - d. Planting Size
  - e. Mature Height & Width
- iii. Irrigation Plan
  1. Overall irrigation plan
  2. Irrigation details
- iv. Lighting Plan
  1. Photometric Plan of all common and private area lighting

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                                  Brighton, CO 80601