



REQUEST FOR SPECIAL EXCEPTION

Variance Conditional Use Other

Interpreter: Yes No

VA# _____ PR# _____

Date:		Received By:	
Address of Request:			
City:		State:	Zip:
Lot:	Block:	Zone:	Map pg.
Subdivision:		UPC#	
Property Owner(s):			
Mailing Address:			
City:		State:	Zip:
Phone:		Email:	
Agent:			
Mailing Address:			
City:		State:	Zip:
Phone:		Email:	
			Fee Total:

Completed Application Requirements:

- Copy of relevant IDO section
- Letter of authorization (if agent representation)
- Proof of Pre-application Meeting (not required for a variance)
- Proof that neighborhood meeting requirements were met
- Proof that public notice requirements were met
- Photos (site and existing structures)
- Sketch plan
- Justification letter
- Sign posting

Approved for acceptance by:	Date:	Hearing Date:
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ZONING OFFICIAL USE ONLY			
Request for exception to IDO Section: 14-16-			
Description of request:			
<input type="checkbox"/> Ownership verified on AGIS	<input type="checkbox"/> Proof of ownership included	<input type="checkbox"/> Letter of authorization included	
Case history number(s) from AGIS:			
APO:	CPO#	HPO#	VPO#
Wall variances not allowed in low-density residential development in these 2 areas per 5-7(D)(3)(e):			
1) CPO 3 and 2) Monte Vista / College View Historic Dist. - Mapped Area			
2) CPO-8 states walls no more than 3 feet high, but may request a variance			