



ZONING VARIANCE CHECKLIST

An application for a zoning variance shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

- The Development Review Application form.
- The applicable Residential or Non-Residential Zoning Variance fee.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- A project narrative or Letter of Interest, justifying how the application meets the variance criteria in Section 18.01.540 B of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A drawing detailing the requested variance.
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town staff.

**Town of Monument
645 Beacon Lite Road
Monument, CO 80132-0325
Ph: 719-884-8015**