



Moffat County Planning Department
1198 West Victory Way, Suite 107
Craig, Co. 81625
(970) 824-9148

No. V- _____
Fee: \$175.00
Date Paid _____

APPLICATION FOR ZONE VARIANCE

Applicant: _____ Phone #: _____

Email Address: _____

Address: _____

Owner: _____ Phone #: _____

Address: _____

Agent, if any: _____ Phone #: _____

Address: _____

Acreage, if applicable: _____ Zoning: _____

Legal description: _____

Proposed Variance (Describe in detail, give reasons why variance is needed): _____

List the names and addresses of adjacent property owners within a 200-foot perimeter, according to the Moffat County Assessor's Office tax rolls.

We, the undersigned owners of property, hereby certify that we understand the applicant's proposed variance from the existing zoning standards and recommend that the application be granted. Signatures are desirable, but not required.

NAME

ADDRESS

SIGNATURE

DATE

Include a map drawn to scale, showing the location of the property, roads and easements in relation to the proposed Zone Variance, and names of adjacent property owners. The map should include at least a 200-foot perimeter and show access to the property from a public road.

The below signed hereby authorizes the Moffat County Planning Director to conduct an on-site inspection of the property described herein when necessary to make an informed evaluation of the proposed Zone Variance.

Zone Variance Requests:

The BOCC has the authority to grant variances from the County Zoning Resolution, but only when all of the following conditions are met:

1. Permitted Use Only: The variance does not authorize a use not already allowed by right within the zone district.
2. Unnecessary Hardship: The applicant would experience unnecessary hardship if the zoning regulations were strictly applied.
3. Hardship Not Self-Created: The hardship was not created by the owner, existed before the current regulations, and is not the result of general conditions in the district. It also cannot be reasonably corrected.
4. No Harm to Adjacent Properties: The variance would not harm the value, use, or access to light and air for neighboring properties.
5. Consistent with Intent: The variance aligns with the intent and purpose of the County Zoning Resolution.

Approval Terms:

Approval of a Zone Variance Application permits the designated use on the property without a time limitation. However, the applicant and/or property owner is responsible for complying with all other applicable development standards for the zone district.

Applicant Signature: _____ **Date:** _____

Agent Signature: _____ **Date:** _____

Applicant: _____

No. V- _____

PLANNING COMMISSION ACTION:

- () Tabled
- () Denied, pursuant to the following findings:
- () Approved, pursuant to the following findings:

Chairman, Planning Commission

Date

BOARD OF COUNTY COMMISSIONERS ACTION:

- () Tabled
- () Denied, Pursuant to the following findings:
- () Approved, pursuant to the following findings:

Chairman, County Commissioners

Date

Formal Application Process

1. Pre-Application Meeting

All applicants are required to schedule and attend a pre-application meeting with the Planning Department prior to submitting an application.

2. Submission of Application

Following the pre-application meeting, the applicant must submit a completed application package to the Planning Department. This package must include all required forms, maps, and accompanying textual documentation.

3. Departmental Review

Once a complete application package is received, the Planning Director will initiate a comprehensive review process. This includes:

- Verification of Completeness: Ensuring all required materials, forms, and supporting documents are included and properly completed.
- Compliance Check: The proposal will be evaluated for consistency with the County's zoning regulations, subdivision standards, and any other applicable local, state, or federal requirements.
- Request for Additional Information: If necessary, the Planning Department may contact the applicant to request clarification or additional materials to support the review.
- Preparation for Public Hearing: Once the review is complete and the application is deemed ready, staff will prepare a report and recommendation for the Planning Commission.

4. Public Notice Requirements

Once the departmental review is complete and a hearing date has been set, the Planning Department will issue public notices to ensure community awareness and participation:

- Mailed Notice: A notice of the scheduled public hearing will be sent to all adjacent landowners at least 14 days prior to the hearing date.
- Published Notice: The notice will also be published in the Legal Section of the Craig Daily Press for at least two separate publications before the hearing.

5. Planning Commission Review

The application will be placed on the agenda for review and recommendation by the Planning Commission at the next applicable meeting date.

*The Planning Commission meets on the first Wednesday of each month.

6. Board of County Commissioners (BOCC) Review

Following the Planning Commission's review and recommendation, the application will be presented to the Board of County Commissioners for final consideration at the next applicable meeting date.

*The BOCC meets on the second and fourth Tuesday of each month.