



City of Boulder Planning and Development Services
1101 Arapahoe Avenue • Boulder, CO 80306
Phone: 303-441-1880 • Web: boulderplandevlop.net

BOARD OF ZONING ADJUSTMENT (BOZA)
VARIANCE APPLICATION FORM

APPLICATION DEADLINE IS THE SECOND MONDAY OF EACH MONTH.
MEETING DATE IS 4PM (MST) ON THE SECOND TUESDAY OF THE FOLLOWING MONTH.

Submittal of inaccurate or incomplete information and materials may result in rejection or delay of the application.

GENERAL DATA

(To be completed in full by the applicant.)

- Street Address or General Location of Property:
Legal Description: Lot Block Subdivision (Or attach description.)
Lot Size:
Existing Use of Property:
Detailed Description of Proposal (Specific Variance[s] Requested Including All Pertinent Numerical Values (e.g.: Existing, Required and Proposed Setbacks for the Subject Setback Variance):

Three horizontal lines for additional details.

Table with 2 columns: Existing vs Proposed metrics for floor area, building coverage, and height.

*See definitions in Section 9-16-1, B.R.C. 1981.

- Name of Owner:
Address: Telephone:
City: State: Zip Code: Email:
Name of Contact (if other than owner):
Address: Telephone:
City: State: Zip Code: Email:

APPLICATION TYPES (Check All That Apply For This Application)

- Setback (BRC 9-7-1)
- Porch Setback & Size (BRC 9-7-4)
- Building Separation (BRC 9-7-1)
- Bulk Plane (BRC 9-7-9)
- Side Yard Wall Articulation (BRC 9-7-10)
- Building Coverage (BRC 9-7-11 or BRC 9-10)
- Floor Area Ratio (BRC 9-8-2)
- Parking in Front Yard Landscape Setback (BRC 9-7-1 & 9-9-6)
- Size and Parking Setback Requirements for Accessory Units (BRC 9-6-4)
- Cumulative Accessory Building Coverage (BRC 9-7-8)
- Mobile Home Spacing Variance (BRC 9-7-13)
- Use of Mobile Homes for Non-Residential Purposes (BRC 10-12-6)
- Solar Exception (BRC 9-9-17)
- Sign Variance (BRC 9-9-21)
- Fence and Wall Variance (BRC 9-9-15)

APPLICATION REQUIREMENTS

All variance applications are electronic submittal and review. Visit the Planning & Development Services Online Center for additional information & guidance on the application process and how to apply. As a minimum, the following items **MUST** ultimately be provided for an application to be considered complete:

- A completed and signed BOZA Application Form;
- If the applicant is other than owner(s), a written consent of the owner(s) of the property for which the variance is requested;
- A detailed written statement thoroughly describing the variance request(s) and addressing all pertinent review criteria for approval – see *BOZA Info & Criteria Guide*;
- A signed and stamped Improvement Location Certificate or Site Improvement Survey and legal description by a registered surveyor;
- A site development plan including setbacks, building elevations, interior layout/floor plans and any other pertinent exhibits;
- A demolition plan clearly differentiating between existing/remaining and proposed portions of the structure(s);
- Any other information pertinent to the variance request (e.g. neighbor letters, photos, historic records/approvals, renderings, etc.);
- A completed and signed ‘Sign Posting Acknowledgement Form’ *Note: The applicant is responsible for posting the property in compliance with city requirements. Obtaining sign(s) will be messaged to an applicant once it has been placed on an agenda. The applicant will be responsible for posting the required sign(s) within 10 days of the hearing date. Failure to post the required sign(s) may result in the postponement of the hearing date.*
- A Board of Zoning Adjustment application fee (as prescribed in the current ‘Schedule of Fees’ which can be found at bouldercolorado.gov/plan-develop).

NOTE: SEE SECTION 9-2-3(I), B.R.C. 1981 FOR VARIANCE EXPIRATION INFORMATION

Applicant Signature _____ Date _____

Owner (if other than Applicant) Signature _____ Date _____