



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

VARIANCE TECHNICAL CRITERIA FORM

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

Provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-3-114 of the Mead Town Code.

1. Nineteen (19) copies of the application and attachments, in D-ring binders.
2. All maps, legal descriptions and surrounding property owner information on 3 CDs.
3. Current title commitment dated no more than thirty (30) days from the date of the application submittal.
4. Land Use Application Form and Application Fee.
5. Explanation letter identifying the variance being requested
6. Map, if applicable.
7. A current list (not more than thirty (30) days old) of the names and addresses of the surrounding property owners (within three hundred (300) feet of the property), mineral estate owners and appropriate ditch companies in an Excel™ spreadsheet.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)

Date

Applicant(s)

Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Board of Adjustment Hearing Date _____

1. Town Clerk sends notice of public hearing and referrals.
2. Town Clerk publishes notice in a newspaper of general circulation.
3. The applicant posts signs on property. A picture and affidavit of posting signed and dated by the applicant submitted to the Town Clerk.
4. Variances granted by the Board of Adjustment shall be recorded with the County Clerk and Recorder at the expense of the applicant.