

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 2-R-2003**

**A RESOLUTION OF THE TOWN OF MEAD COLORADO, ADOPTING THE  
MEAD BOARD ADJUSTMENT GENERAL RULES.**

**WHEREAS**, the Board Adjustment has been created and has been delegated the powers and authority concerning the application and enforcement of the Mead Land Use Code as those powers are delegated to it by the provisions of C.R.S. § 31-23-307, et. seq., and by the specific provisions of Chapter 16 of the *Mead Municipal Code*; and

**WHEREAS**, the Board of Adjustments has adopted by motion, certain General Rules governing their consideration of variance requests and appeals of administrative decisions related to the enforcement of the Mead Land Use Code; and

**WHEREAS**, is the intent of the Board of Trustees to formally adopted the General Rules of the Board of Adjustments to govern the consideration of variance requests and appeals of administrative decisions related to the enforcement of the Mead Land Use Code;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE  
TOWN OF MEAD, WELD COUNTY, COLORADO; THAT;**

**Section 1.** The Mead Board Adjustment General Rules, dated February 24, 2003 are hereby adopted to establish uniform procedures for the submission of applications for variances and appeals of administrative decisions related to the enforcement of the Mead Land Use Code and to govern the consideration of the same by the Mead Board of Adjustments.

**Section 2. Effective Date.** This resolution shall be become effective immediately upon adoption.

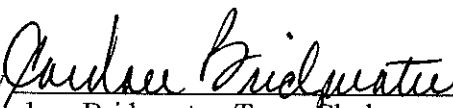
**Section 3. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 4. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 24<sup>th</sup> DAY OF February ,  
2003.**

**ATTEST:**

**TOWN OF MEAD**

By   
Candace Bridgwater, Town Clerk

By   
Richard E. Kraemer, Mayor

**MEAD BOARD OF ADJUSTMENT**

**GENERAL RULES**

Adopted in conformance with  
Chapter 16 of the *Mead Municipal Code*  
February 24, 2003

**MEAD BOARD OF ADJUSTMENT**

**GENERAL RULES**

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# MEAD BOARD OF ADJUSTMENT

## General Rules

### I. Purpose.

The purpose of these general rules is to provide the procedures by which the Mead Board of Adjustment considers those matters specified as being within its jurisdiction by Chapter 16 of the *Mead Municipal Code*.

### II. Composition of the Board; Term of Office; Removal from Office; Vacancies.

A. Composition of the Board. The Board of Adjustment shall consist of the Board of Trustees.

### III. Organization and Procedures of the Board.

A. Officers. The Mayor and the Mayor Pro Tem shall serve as the Chairman and Chairman Pro-tem respectively.

1. Chairman. The Chairman shall chair all meetings of the Board. The Chairman may participate in any discussion and shall have all the voting privileges of other members of the Board on all matters.

2. Chairman Pro-tem. The Chairman Pro-tem shall chair meetings in the absence of the Chairman and shall have all the duties and responsibilities of the Chairman in his absence.

3. Secretary. The Town Clerk shall maintain records of all meetings, votes and orders of the Board.

B. Meetings. Meetings of the Board of Adjustment shall be scheduled on an as needed basis. The Town Clerk shall be responsible for the scheduling of the meetings consistent with and giving due regard to the constraints of all members and all parties in interest.

C. Quorum. Four (4) members constitute a quorum. In the absence of a quorum, the meeting shall be called to order and adjourned. The Town Clerk shall then reschedule the meeting in accordance with the rules of the Board.

D. Voting. The affirmative vote of a majority of the members present shall be required to approve a permit as authorized by the Mead Land Use Code. Provided, however, that the affirmative vote of four (4) members shall be required to reverse any order, requirement, decision, or determination of the Town Administrator or other authorized official of the Town concerning the enforcement of the provisions of the Mead Land Use Code. All members present shall be required to cast either an

affirmative vote or a negative vote on questions granting a variance authorized by the Mead Land Use Code or reversing any order, requirement, decision or determination of the Town Administrator or other authorized official of the Town, unless that member has been excused from voting by the Board due to a conflict of interest.

- E. Conflicts of Interest. It shall be the responsibility of each Board member to inform the Board of any conflicts of interest which may exist with regard to a subject being heard before the Board. A conflict of interest shall exist when the Board member has any proprietary interest in the property for which a variance or other Board action has been requested, or in property which will be adversely or beneficially affected by the granting or denying of the requested variance or other requested Board action. Upon a finding by the Board that the member has or may have a conflict of interest, the Board shall excuse such member from further deliberations and voting on the matter. The excused member shall either leave the proceedings or remove himself or herself to the audience from where he or she may participate in the discussion on the matter as a member of the audience.
- F. Informal Action. In no event shall the Board take informal action on a request for a variance or an appeal of an order, requirement, decision or determination of the Town Administrator or other authorized Town official. All requests for a variance or an appeal shall be considered by the Board of Adjustments in a formal hearing as provided by these General Rules.
- G. Supplemental Powers. The Board of Adjustment shall have the power to make reasonable rules for the conduct of its meetings and hearings and the administration of its duties in the absence of statutes or Town ordinances to the contrary.

#### **IV. Powers and Duties.**

The Board of Adjustment shall have the powers and authority concerning the application and enforcement of this Code as those powers are delegated to it by provisions of the Sections 31-23-307, et seq., C.R.S. 1973, as amended, and by the specific provisions of this Code.

- A. To hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, decision or refusal made by the Building Official, the Town Administrator or other authorized official of the Town with regard to any development or any permit required for any development.
- B. To hear and decide appeals wherein there is a question on the interpretations of the performance district map or similar questions as they may arise in the administration of this Code.
- C. To hear and decide appeals for special exceptions to the standards of this

Code, such exceptions to be known as a "variance."

- D. To grant variances from the application of specific regulatory requirements of this Code where such requirements would be unduly burdensome.
- E. The Board of Adjustment shall not hear or make judgments upon applications for performance district or map amendments, a change in use requiring review under Chapter 16, Article III, et. seq. **Mead Municipal Code**, nor a variance to allow a use not permitted by the provisions of this Code in the performance district.
- F. Under no circumstances shall the Board grant a variance to allow a use not permissible, nor dwelling unit densities greater, than the terms of this Code in any performance district.
- G. Every variance authorized hereunder shall be personal to the applicant therefor and shall not be transferrable, shall run with the land only after the construction of any authorized structure and only for the life of such structure to or other such time as established by the Board.
- H. No variance shall be authorized hereunder unless the Board shall find and determine that all the following conditions exist:
  - 1. That the use is a nonconforming use as defined by this Code and is in full compliance with all requirements of this Code applicable to nonconforming uses.
  - 2. That owing to exceptional and extraordinary circumstances, literal enforcement of the provisions of this Code regarding nonconforming uses will result in unnecessary hardship.
  - 3. The variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same performance district or other performance districts.
  - 4. That the variance will not alter the essential character of the performance district in which the property is located.
  - 5. That the variance will not weaken the general purposes of this Code or of the regulations established herein for the specific performance district.
  - 6. That the variance will be in harmony with the spirit and purpose of this Code.
  - 7. That the variance will not adversely affect the public health, safety, or welfare.

**V. Administrative Appeals.**

Any party in interest who is aggrieved by any order, requirement, decision, or determination of the Town Administrator or any other administrative official of the Town charged with the enforcement of the Mead Land Use Code may appeal therefrom in accordance with the following provisions:

- A. **Written Appeals.** All appeals must be in writing, on forms provided by the Town and shall contain all information required by these General Rules. Appeals are to be filed with the Town Clerk at the Mead Town Hall for processing.
- B. **Time.** Appeals must be made within ten (10) calendar days of receipt of a written notice of an order, requirement, decision or determination of the Town Administrator or other authorized official of the Town.
- C. **Forms and Other Documentation Required.** The following forms are required to be submitted to perfect the appeal.
  - 1. The completed "Appeal to the Board of Adjustment" form supplied by the Town.
  - 2. As may be required, a location map showing the site involved in the appeal in relationship to existing features, such as structures, fences, streams, public or private rights-of-way and streets, street intersections, zoning districts, and other significant topographical or structural features adjacent to the site.
  - 3. As may be required, a site plan of the property and/or building involved in the appeal, drawn to scale on an 8-1/2" X 11" paper, showing dimensions and all significant features which relate to the appeal.
  - 4. A copy of a deed, purchase contract, or other legal instrument indicating that the applicant has interest in said property. The deed, purchase contract, or legal instrument shall include a complete and accurate legal description of the property.
  - 5. A copy or other form of clear identification of the order, requirement, decision or determination of the Town Administrator or other authorized Town official being appealed.
  - 6. A statement of the relief requested and the legal and factual basis upon which it is sought.
  - 7. A written statement that demonstrates that the application of the order, requirement, decision or determination of the Town Administrator or other authorized Town official being appealed would deprive the appellant of rights commonly enjoyed by other

properties in the same zoning district under the terms of the Mead Land Use Code.

9. A list of all property owners and occupants of property located within 150 feet of the property in question. The list shall include both the legal description of the property by lot and block number or other legal description and by mailing address of the property owner or occupant.
  10. Any other information determined to be necessary by the Board that will aid the Board in making a decision which will not impair the intent and purpose of the Mead Land Use Code.
- D. **Filing Fees.** A filing fee of \$100.00 to cover the cost of publication and notification of interested parties shall be submitted with the written appeal. The Board shall take no action on an appeal without the filing fee being submitted. If an appeal is successful, the total amount of the filing fee shall be refunded.
- E. **Duties of the Town.**
1. The Town Administrator shall determine that the appeal is complete and in proper form. He shall then schedule a hearing in accordance with Section VII of these General Rules.
  2. The Town Administrator shall review the appeal and shall prepare comments for use by the Board of Adjustment, addressing all aspects of the appeal, its conformance with sound land use planning practices and its conformance with the Mead Comprehensive Plan and the Mead Land Use Code.
- F. **Hearings.** Public hearings shall be conducted on all appeals to the Board of Adjustments in accordance with the procedures provided by Section VII of these General Rules.

## **VI. Request for Variance.**

Requests for a variance may be brought to the Board of Adjustment when, because of special conditions relating to the subject structure, a literal enforcement of the provisions of the Mead Land Use Code would result in unnecessary hardship to the appellant. The Board shall apply the following standards to all variance requests:

- A. **Standards.**
1. Relief from the provisions of the Mead Land Use Code may not be granted when the hardship is brought about solely through the actions of the appellant.



2. Relief may not be granted when the result of granting the requested relief is detrimental to the public good or if the relief is contrary to the purpose and intent of the Mead Land Use Code or of the Mead Comprehensive Plan.
  3. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with the Mead Land Use Code. Violation of such conditions and safeguards, when made a part of the terms under which the variance was granted, shall be deemed a violation of the Mead Land Use Code and punishable thereby.
- B. Variance Procedure. A variance request shall be processed in accordance with the following procedure:
1. Written Variance Request. All variance requests must be made in writing on forms provided by the Town and shall contain all information required by these rules. All variance requests must be made by or in the name of the property owner. Variance requests shall be submitted to the Town Clerk at the Mead Town Hall.
  2. Time of Application. A variance request may be filed at any time that it becomes evident that a strict application of the requirements of the Mead Land Use Code would not permit the use of the applicant's property in the manner desired. The need for a variance may be triggered by a denial of a building permit by the Town Administrator, or by the Board of Adjustment upholding an order, decision, or determination of the Town Administrator or other authorized official of the Town concerning the enforcement of the provisions of the Mead Land Use Code.
  3. Forms and Other Documentation Required. The following forms are required to be submitted to perfect the variance request.
    - a. The completed "Variance Request" form supplied by the Town.
    - b. As may be required, a location map showing the site involved in the request in relationship to existing features, such as structures, fences, streams, public or private rights-of-way and streets, street intersections, zoning districts, and other significant topographical or structural features within 150 feet of the site.
    - c. As may be required, a site plan of the property involved in the variance request, drawn to scale on an 8-1/2" X 11" paper, showing dimensions or all significant features which relate to the variance request.

- d. A copy of a deed, purchase contract, or other legal instrument demonstrating that the applicant has an interest in said property. The deed, purchase contract, or legal instrument shall include a complete and accurate legal description of the property.
  - e. A written statement of relief requested, including if relevant, a specific citation to the Land Use Code regulations from which relief is requested.
  - f. A written statement demonstrating that literal interpretation of the provisions of the Mead Land Use Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Mead Land Use Code.
  - g. A written statement demonstrating that the special conditions or circumstances do not result solely from the action of the appellant.
  - h. A written explanation of how the variance requested is the minimum variance that will make possible the reasonable use of the lot, building or structure.
  - i. A list of all property owners and occupants of property located within 150 feet of the property in question. The list shall include both the legal description of the property by lot and block number or other legal description and by mailing address of the property owner or occupant.
  - j. Any other information determined to be necessary by the Board that will aid in making a decision which will not impair the intent and purpose of the Mead Land Use Code.
- D. **Filing Fees.** A non-refundable filing fee of \$100.00 to cover the cost of publication and notification of interested parties shall be submitted with the written variance request. The Board shall take no action on a variance request without the filing fee being submitted. Additional fees may be assessed the petitioner to cover costs incurred by the Town in processing and hearing the requested variance in excess of \$100.00. Such additional costs may include fees for the Town's attorney(s), engineer(s), and other technical review of the request and extraordinary clerical and administrative time required by the review and processing of the request. Filing fees or a portion thereof may be waived by a majority affirmative vote of the Board for a bona fide non-profit organization.
- E. **Duties of the Town.**
- 1. The Town Administrator shall determine that the variance request

is complete and in proper form. He shall then schedule a hearing in accordance with Section VII of these General Rules.

2. The Town Administrator shall review the variance request and shall prepare comments for use by the Board of Adjustment, addressing all aspects of the variance request, its conformance with sound land use planning practices, its conformance with the Mead Comprehensive Plan and the Mead Land Use Code.
- F. Hearings. Public hearings shall be conducted on all variance requests by the Board of Adjustment in accordance with the procedures provided by Section VII of these General Rules.

## **VII. Hearings Before the Board of Adjustment.**

The following provisions shall apply to and govern all hearings before the Board of Adjustment.

- A. **Setting Date.** The date of a hearing before the Board of Adjustment shall be set by the Town Administrator not less than twenty (20) days nor more than thirty (30) days from the receipt of the written appeal or request for variance, the payment of all required fees and the filing of all required attachments.
- B. **Notice of Hearing.** Notice of the hearing before the Board of Adjustment shall be given to all interested parties in the following manner.
  1. **Publication.** Notice of the date and time of the hearing, the property affected (by legal description and address), the relief requested, and the name of the petitioner shall be published once in the manner required by law or ordinance, no later than fifteen (15) days prior to the date of the hearing.
  2. **Mailing Notice.** Notice of the date and time of the hearing, the property affected (by legal description and address), the relief requested, and the name of the petitioner shall be mailed by certified mail, return receipt requested, to each owner and/or occupant of property located within 150 feet of the property in question to each party in interest, including appellant or variance request petitioner. The Town's source of the ownership and/or occupancy list shall be the list prepared by the applicant.
  3. **Posting.** Notice of the date and time of the hearing, the property affected (by legal description and address), the relief requested, and the name of the petitioner shall be posted on the property to be affected no later than ten (10) days before the hearing. The posting shall be done by the Town. The sign(s) shall be placed on a street frontage where possible. The signs shall be legible from a distance of thirty (30) feet and shall be weather protected.

- C. Conduct of the Hearing. The hearing shall be conducted as a part of a scheduled meeting of the Board of Adjustment in accordance with the following:
1. The hearing shall be conducted at the time and place designated in the public notice.
  2. In the absence of a quorum, the meeting shall be called to order and the hearing rescheduled to a date certain. No additional notice shall be required, nor shall any additional fees be charged to the petitioner for a re-hearing caused by the lack of a quorum.
  3. No continuance of the hearing upon request of the petitioner shall be granted except for good cause. Notice of the rescheduled hearing shall be mailed to all parties in interest. All direct costs incurred by the Town for rescheduling the hearing shall be paid by the petitioner.
  4. The petitioner may withdraw his appeal or variance request at any time prior to the close of the hearing.
  5. A record of the entire hearing shall be made either by a certified court reporter or by an electronic recording device. A verbatim transcript of the hearing will be made upon request, with the requesting party paying the entire cost of producing the transcript.
  6. Summary minutes of the hearing shall be prepared by the Town Clerk. These minutes shall contain a summary of the pertinent testimony offered and the findings of fact and order of the Board.
  7. The Board shall accept sworn testimony and written documents from all parties that are pertinent to the subject of the hearing. The Board shall have sole responsibility for determining the admissibility of written or sworn testimony.
  8. The Board may permit general comments concerning opinions to be made by the public in attendance at the hearing. These comments shall not be considered by the Board with the same weight as sworn testimony.
  9. The petitioner may be represented by legal counsel or other appropriate persons.
  10. The Board of Adjustment may request legal counsel from the Town's Attorney or other special counsel of their choosing in the event that the Town's Attorney is representing a town official during an appeal hearing.
  11. Upon the completion of the presentation of sworn testimony, the

receipt of documentary evidence, and comments from the public, the Board shall close the hearing and adjourn to their business meeting for discussion and formulating the decision.

12. Immediately following the close of the hearing and adjournment to the business meeting, the Board of Adjustment shall discuss the merits of the appeal or variance request in open meeting and cause to be prepared a written findings of fact and order(s) in the matter heard. In matters of complexity, the Board may continue the meeting until a date not more than seven (7) days after the hearing date, to prepare the written findings of fact and order(s). On the date set the Board shall consider and approve their findings of fact and order(s). The written findings of fact and order(s) shall be served upon the petitioner by personal service or by certified mail, return receipt requested.

**VIII. Orders of the Board of Adjustment.**

- A. Any order of the Board shall be in full force and effect upon issuance and shall be binding upon all parties subject to it unless and until it may be found to be contrary to law or its enforcement enjoined by a court of competent jurisdiction.

**IX. APPEALS FROM THE BOARD.**

Any further appeal of the decision of the Board of Adjustment may be made to the District Court as provided by law, provided however, that such appeal is made prior to thirty (30) days following the date of the final action taken by the Board, as provided by Rule 106, Colorado Rules of Civil Procedure.

TOWN OF MEAD  
APPEAL TO THE BOARD OF ADJUSTMENT

To the Board of Adjustment of the Town of Mead, Colorado:

The undersigned does hereby petition for relief from the order, requirement, decision or determination of the Town Administrator or other authorized official of the Town with respect to the enforcement of the provisions of the Mead Land Use Code.

Applicant(s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Street Address of Property in Question: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Subject of the Appeal: \_\_\_\_\_

Code Section: \_\_\_\_\_

Statement of Relief Requested: \_\_\_\_\_

**Material Required to be Filled With This Application.**

1. A filing fee of \$100.00.
2. As may be required, a location map showing the site involved in the appeal in relationship to existing features, such as structures, fences, streams, public or private rights-of-way and streets, street intersections, zoning districts, and other significant topographical or structural features within 150 feet of the site.
3. As may be required, a site plan of the property involved in the appeal, drawn to scale on an 8-1/2" X 11" paper, showing dimensions and all significant features which relate to the appeal including proposed structures.
4. A copy of a deed, purchase contract, or other legal instrument indicating that the applicant has interest in said property. The deed, purchase contract, or legal instrument shall include a complete and accurate legal description of the property.
5. A copy or other form of clear identification of the order, requirement, decision or determination of the Town Administrator or other authorized Town official being appealed and the relief requested.
6. A statement of the relief requested and the legal and factual basis upon which it is sought.

7. A written statement that demonstrates that the application of the order, requirement, decision or determination of the Town Administrator or other authorized Town official being appealed would deprive the appellant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Mead Land Use Code.
8. A written statement demonstrating that the special conditions or circumstances do not result solely from the action of the appellant.
9. A list of all property owners and occupants of property located within 150 feet of the property in question. The list shall include both the legal description of the property by lot and block number or other legal description and by mailing address of the property owner or occupant.
10. Any other information determined to be necessary by the Board that will aid the Board in making a decision which will not impair the intent and purpose of the Mead Land Use Code.

The applicant hereby certifies that the above information is to the best of his knowledge correct and complete.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant's Signature \_\_\_\_\_

STATE OF COLORADO )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

(INDIVIDUAL ACKNOWLEDGMENT)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me a Notary Public, within and for said county, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the person \_\_\_\_\_ described in and who executed the foregoing instrument and acknowledged that \_\_\_he\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

My Commission expires:

Witness my hand and official seal:

\_\_\_\_\_  
 Notary Public

STATE OF COLORADO )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

(CORPORATE ACKNOWLEDGMENT)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me a Notary Public, within and for said county, personally appeared \_\_\_\_\_ and \_\_\_\_\_, being duly sworn did say that they are respectively the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_ Corporation named in the foregoing instrument; and that the seal affixed to said instrument is the corporate seal of said Corporation, and that said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors and said \_\_\_\_\_ and \_\_\_\_\_ acknowledge said instrument to be the free act and deed of said corporation.

My Commission expires:

Witness my hand and official seal:

\_\_\_\_\_  
 Notary Public

TOWN OF MEAD

VARIANCE REQUEST

To the Board of Adjustment of the Town of Mead, Colorado:

The undersigned does hereby petition for relief from unnecessary hardship to the appellant due to the strict enforcement of the provisions of the Mead Land Use Code.

Applicant(s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Street Address of Property in Question: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Subject of the Request: \_\_\_\_\_

Code Section: \_\_\_\_\_

Statement of Relief Requested: \_\_\_\_\_

**Material Required to be Filled With This Application.**

1. A filing fee of \$100.00.
2. The completed "Variance Request" form supplied by the Town.
3. As may be required, a location map showing the site involved in the request in relationship to existing features, such as structures, fences, streams, public or private rights-of-way and streets, street intersections, zoning districts, and other significant topographical or structural features within 150 feet of the site.
4. As may be required, a site plan of the property involved in the variance request, drawn to scale on an 8-1/2" X 11" paper, showing dimensions and all significant features which relate to the Variance request.
5. A copy of a deed, purchase contract, or other legal instrument demonstrating that the applicant has an interest in said property. The deed, purchase contract, or legal instrument shall include a complete and accurate legal description of the property.
6. A written statement of relief requested, including if relevant, a specific citation to the Land Use Code regulations from which relief is requested.
7. A written statement demonstrating that literal interpretation of the provisions of the Mead Land Use Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Mead Land Use Code.



8. A written statement demonstrating that the special conditions or circumstances do not result solely from the action of the appellant.
9. A written explanation of how the variance requested is the minimum variance that will make possible the reasonable use of the lot, building or structure.
10. A list of all property owners and occupants of property located within 150 feet of the property in question. The list shall include both the legal description of the property by lot and block number or other legal description and by mailing address of the property owner or occupant.
11. Any other information determined to be necessary by the Board that will aid in making a decision which will not impair the intent and purpose of the Mead Land Use Code.

The applicant hereby certifies that the above information is to the best of his knowledge correct and complete.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant's Signature \_\_\_\_\_

STATE OF COLORADO )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

(INDIVIDUAL ACKNOWLEDGMENT)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me a Notary Public, within and for said county, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the person \_\_\_\_\_ described in and who executed the foregoing instrument and acknowledged that \_\_\_he\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

My Commission expires:

Witness my hand and official seal:

\_\_\_\_\_  
 Notary Public

STATE OF COLORADO )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

(CORPORATE ACKNOWLEDGMENT)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me a Notary Public, within and for said county, personally appeared \_\_\_\_\_ and \_\_\_\_\_, being duly sworn did say that they are respectively the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_ Corporation named in the foregoing instrument; and that the seal affixed to said instrument is the corporate seal of said Corporation, and that said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors and said \_\_\_\_\_ and \_\_\_\_\_ acknowledge said instrument to be the free act and deed of said corporation.

My Commission expires:

Witness my hand and official seal:

\_\_\_\_\_  
 Notary Public