

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Variance Request Application

OFFICE USE ONLY

Date request received _____

Application received by _____

Receipt number _____

Check variance type:

- BUILDING
- MECHANICAL
- PLUMBING
- ELECTRICAL

Check one:

- PROPERTY OWNER
- CONTRACTOR
- ARCHITECT/DESIGNER
- OTHER _____

PROPERTY ADDRESS FOR VARIANCE _____

City _____ State _____ Zip Code _____

PERMIT # _____ (if known)

VARIANCE REQUEST

Cite applicable Code sections: _____

Variance requested: _____

Reason: _____

APPLICANT INFORMATION

Name _____

Address (if different from above): _____

City _____ State _____ Zip Code _____ Phone _____

IMPORTANT INFORMATION

This form is required for each variance request and must include the legal address of the property for which the variance is sought. (Requests are not heard for unplatted property without special approval by the Building Official.) **ATTACH appropriate materials, photographs, sketches or plans**, and \$50 application fee. (If multiple addresses and/or variances are requested, each requires an individual form and fee.) Applications may be hand delivered or mailed to Regional Building Department. State on the envelope: Variance Request. Consent Calendar items are usually acted on as a whole. However, a Consent Calendar item may be called up by a member of the Committee or public, and may necessitate the applicant's presence. **If the item is not listed on the Consent Calendar, the applicant MUST ATTEND the meeting to represent the variance requested.** Arrive at the start of the meeting; items are usually called in numerical order. Agendas are available at Regional Building Department and on the web site www.pprbd.org.

MONTHLY COMMITTEE/BOARD SCHEDULE

	TECHNICAL	LICENSING	BOARD OF REVIEW
Meeting	9 a.m., first Wednesday	9 a.m., second Wednesday	10:30 a.m., third Wednesday
Agenda Deadline	Wednesday, 2 weeks prior	Wednesday, 2 weeks prior	Thursday, 6 days prior