

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Variance Request Application

OFFICE USE ONLY	
Date request received _____	
Application fee received _____	

This is a variance request to:

- 2005 PIKES PEAK REGIONAL BUILDING CODE & ADOPTED CODES**  
 **1999 PIKES PEAK REGIONAL BUILDING CODE & ADOPTED CODES**

Check variance type:

- BUILDING**  
 **ELECTRICAL**  
 **MECHANICAL/PLUMBING**  
 **ENUMERATION (ADDRESSING)**  
 **OTHER** \_\_\_\_\_

Check one:

- PROPERTY OWNER**  
 **CONTRACTOR**  
 **ARCHITECT/DESIGNER**  
 **OTHER** \_\_\_\_\_

**ADDRESS OF 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. (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 the 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 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 called in numerical order. Agendas are available at Regional Building Department and on the web site [www.pprbd.org](http://www.pprbd.org).

### MONTHLY COMMITTEE/BOARD SCHEDULE

	<b>BUILDING</b>	<b>MECHANICAL &amp; PLUMBING</b>	<b>ELECTRICAL</b>	<b>BOARD OF REVIEW</b>
<b>Meeting</b>	9 a.m., first Wednesday	9 a.m., second Wednesday	2:30 p.m., third Tuesday	10:30 a.m., third Wednesday
<b>Agenda Deadline</b>	Wednesday, 2 weeks prior	Wednesday, 2 weeks prior	Tuesday, 2 weeks prior	Thursday, 6 days prior

## Protocol for Board and Committee Meetings

*The following information is intended as a guide to the process of requesting a variance or addressing another item at a meeting of the Building, Electrical or Mechanical Committee or the Board of Review. It is helpful to retain a copy of your variance request application as a reference and for meeting schedules.*

1. Please arrive at the start of the meeting. Agendas are available at RBD and the web site, but the length of time before your item is called cannot be determined in advance. You must be present when your item is called or it will be postponed; failure to appear twice (two months) to address a variance request will result in a recommended denial. (If your item is not called before noon, the committee chairperson will ask you to return after a lunch break.)
2. The chairperson of the committee or board presides over the meeting, and calls for questions from the members for each item considered.
3. When your item is called, stand at the lectern and state your name and address into the microphone.
4. If you wish to have a representative (architect, attorney, contractor or other individual) speak on your behalf or offer additional information, inform the chairperson at this time. The individual will come to the lectern and state their name and position (or profession) in regards to the item at issue.
5. You may also provide additional materials, photographs or drawings to explain the variance request.
6. The committee may ask a member of the Regional Building Department staff to clarify code or answer questions about the item.
7. A motion will be made, seconded and then, voted upon by the members. This is a recommendation by the committee to the Board of Review — it is not a final decision.
8. The Board of Review meets the third Wednesday of each month and considers the actions recommended by the Building, Mechanical and Electrical committees. **When the Board of Review approves the committee's recommended action, the decision becomes final.**

Minutes of committee and the Board of Review meetings are available to the public, and summaries are posted on RBD's web site under "Current Information."

9. **Exceptions:** The Board of Review may reject a recommended action and return the item back to a committee for reconsideration. If you need to return to the committee the following month, you will be advised.
10. **Appeals:** If a variance request is denied, you may appeal the decision to the Board of Review. (The same meeting protocol as outlined above is followed at the Board of Review meeting.)

**2007  
Schedule**

# Regional Building Boards and Committees

---

Building Committee	<b>Agenda deadline</b>	<b>Meeting date</b>
	December 20, 2006	January 3
	January 24	February 7
	February 21	March 7
	March 21	April 4
	April 18	May 2
	May 23	June 6
	June 20	July 3*
	July 18	August 1
	August 22	September 5
	September 19	October 3
	October 24	November 7
	November 21	December 5

Electrical Committee	<b>Agenda deadline</b>	<b>Meeting date</b>
	January 2	January 16
	February 6	February 20
	March 6	March 20
	April 3	April 17
	May 1	May 15
	June 5	June 19
	July 3	July 17
	July 31	August 14
	September 4	September 18
	October 2	October 16
	November 6	November 20
	December 4	December 18

Plumbing and Mechanical Committee	<b>Agenda deadline</b>	<b>Meeting date</b>
	December 27, 2006	January 10
	January 31	February 14
	February 28	March 14
	March 28	April 11
	April 25	May 9
	May 30	June 13
	June 27	July 11
	July 25	August 8
	August 29	September 12
	September 26	October 10
	October 31	November 14
	November 28	December 12

Board of Review Board of Appeals	<b>Agenda deadline</b>	<b>Meeting date</b>
	January 3	January 17
	February 7	February 21
	March 7	March 21
	April 4	April 18
	May 2	May 16
	June 6	June 20
	July 3*	July 18
	August 1	August 15
	September 5	September 19
	October 3	October 17
	November 7	November 21
	December 5	December 19

\* Tuesday prior to July 4 Independence Day