

# Pikes Peak REGIONAL Building Department

## VARIANCE REQUEST APPLICATION

PERMIT # \_\_\_\_\_ (if known) or PLAN # \_\_\_\_\_ (if known)

Check variance type:

**BUILDING**

**MECHANICAL**

**PLUMBING**

**ELECTRICAL**

Check one:

**PROPERTY OWNER**

**CONTRACTOR**

**ARCHITECT/DESIGNER**

**OTHER** \_\_\_\_\_

### Office Use Only

Date request received \_\_\_\_\_

Application received by \_\_\_\_\_

Receipt number \_\_\_\_\_

*The Department shall no longer accept  
submittal via e-mail.*

### PROPERTY ADDRESS FOR VARIANCE

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### VARIANCE REQUEST

Cite applicable Code sections: \_\_\_\_\_

Variance requested: \_\_\_\_\_

Reason (attached additional pages, if needed): \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

If the applicant is not the property owner, the following is required:

Property Owner Name: \_\_\_\_\_

Property Owner Address (if different from above): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(if other than applicant)

### 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 properties without special approval by the Building Official.) **ATTACH appropriate materials, photographs, sketches or plans, and a \$50 non-refundable application fee for variance requests submitted electronically via the Department's website, or a \$100.00 non-refundable application fee for variance requests submitted in paper format.** (If the same variance request is submitted for multiple addresses, one application form is required with a list of the associated properties, and a fee payable for each property address preferably in a one lump sum payment; if different variance requests are submitted for multiple properties, each requires an individual application form and a fee payable preferably in a one lump sum payment.) Preferably, applications should be submitted electronically via the Department's website; in the alternative, applications may be hand delivered or mailed to Pikes Peak 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 and removed from the Consent Calendar by a member of the Committee or the 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 present the requested variance.** Arrive at the start of the meeting; items are usually called in numerical order. Agendas are available at Pikes Peak Regional Building Department and on the web site [www.pprbd.org](http://www.pprbd.org).

*Any person who, knowingly or with the intent to defraud, files a variance request application containing any materially false information or conceals information concerning any fact material thereto, commits a fraudulent act, which may subject such person to penalties.*

### MONTHLY COMMITTEE/BOARD SCHEDULE

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