



<https://logancounty.colorado.gov>

VARIANCE APPLICATION REQUIREMENTS

A Variance Application is an appeal to the Logan County Board of Adjustment for specific cases of Variance from the Logan County Zoning Resolution and Subdivision Regulations. These cases are where an exceptional and undue hardship would be placed upon the owner, due to the strict application of these regulations. Relief may be granted, provided it is without substantial detriment to the public good and without substantially impairing the intent and purposes of the Logan County Zoning Resolution. *

This application and required items must be received by the Planning and Zoning Department at least **20 days** prior to the regularly scheduled Board of Adjustment Hearing. The Board of Adjustment meets the third Tuesday of each month. **NOTE: The Applicant, or a Representative, MUST be present at the Board of Adjustment Hearing. If no one is present, the request will be postponed until the next hearing.**

1. The following items must be provided with this application.
 - \$100.00 Application Fee
 - A plot plan, which shows location, proposed use on parcel, access, and adjacent uses. Minimum lot size variances will require a survey plat.
 - A current copy of the deed, to prove ownership.
 - A Certificate of Taxes showing all taxes applicable to such land for years prior to that year have been paid.
2. The Planning and Zoning Department will publish a Notice of the Public Hearing regarding the Variance request in the Sterling Journal Advocate, **14 days** prior to the hearing. The Applicant will be invoiced directly for the advertisement.
3. The Applicant will be required to post a Notice of Public Hearing Sign on the property, **14 days** prior to the hearing date. * See Attached Sign Requirements. A photo of the sign must be provided to the Planning and Zoning Department.
4. The Planning and Zoning Department will send written notice of the hearing to adjacent landowners within 500 feet. Failure to mail such notice shall not affect the validity of any hearing.
5. The Applicant is responsible for "Making his or her Case" to the Board of Adjustment. Visual representations are helpful in the review process. Additional maps, photographs, and other visual aids should be provided when possible.
6. Once approved, the Variance Order will be recorded by the Clerk.
7. The Planning and Zoning Department will provide the applicant with a copy of the final recorded order.

* Refer to Logan County Subdivision Regulations and Zoning Regulations for more details.
A Pre-Application conference with the Logan County Planner is requested.

LOGAN COUNTY VARIANCE APPLICATION

LOGAN COUNTY BOARD OF ADJUSTMENT

Date: _____

Applicant:

Name: _____

Signature of Applicant: _____

Landowner:

Name: _____

Signature of Landowner: _____

Description of Property:

Legal: ¼ Section _____ Section _____ Township _____ Range _____

Address: _____ Access off CR or Hwy: _____

New Address Needed: Y or N Subdivision Name: _____

Filing _____ Lot _____ Block _____ Tract _____ Lot Size _____

Current Zoning: _____ **Current Land Use:** _____

Date Land Purchased: _____ Health Department Approval: _____

If Deed is recorded in General System: Book _____ Page _____

Request is hereby made for a Zoning Variance to allow: _____

Building Plans (Attach plot plan):

**LOGAN COUNTY VARIANCE APPLICATION
COUNTY USE ONLY**

Application Fee: (\$100.00) Date: _____ Receipt #: _____

Date of Board of Adjustment Meeting: _____

Conditions of the Variance: _____

Date Granted: _____

Date Denied: _____

Chairperson
Logan County Board of Adjustment



Applicant Personal Information

Date

Full Name

Home Phone

Cell Phone

Cell Phone

Address

City

State

ZIP Code

Email Address

Owner Information

Owner Name

Owner Address

Owner Home Phone Number

Owner Cell Number

LOGAN COUNTY VARIANCE APPLICATION
SIGN REQUIREMENTS
BOARD OF ADJUSTMENT

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the public of the date, time and place of the Public Hearing and to inform the public of the Type of Land Use Application.

Sign requirements are as follows:

- The sign must be posted at least **14 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.
- The photo of the sign can be emailed to: quintr@logancountyco.gov

SAMPLE OF THE SIGN

PUBLIC HEARING
LOGAN COUNTY BOARD OF ADJUSTMENT

DATE:

TIME:

PLACE: LOGAN COUNTY COURTHOUSE
 315 MAIN STREET
 STERLING, CO 80751

REQUEST: (A VARIANCE APPLICATION FOR)

Your Name