



Elbert County—Community & Development Services

215 Comanche Street — Kiowa, Colorado 80117 — 303.621.3136

NOTE: This is a very brief overview and does not contain all details necessary

For full details see: Elbert County Zoning Regulations, Part I, Section 3

ElbertCounty-co.gov > Government > Departments > Community & Dev Services > Zoning Regs >PI, Sec 6

- VARIANCE** This is a BRIEF OVERVIEW and does not intend to cover all the required details. For all the details and all the requirements refer to Part I, Section 3 of the Elbert County Zoning Regulations.
- START: Informal conversation with CDS about your application concept.
- Step 1: Pre-Application meeting (\$100).
- Step 2: Formal Submittal with all required elements as directed by staff including fees (\$1500).
- Step 3: Staff review within 10 working days of submittal for completeness and basic accuracy.
- o If parts are missing or some information is incorrect, staff will communicate to applicant so the changes can be made prior to sending out for referral.
- Step 4: Application deemed “Complete” by staff & referral packets prepped by applicant.
- Step 5: Referral period: Complete application is reviewed by staff and other relevant agencies. They review the complete application and make comments, request changes or identify errors. Referral period is 30 days long.
- Step 6: As staff receives referral comments from agencies those comments will be immediately forwarded on to the applicant so the applicant can make the changes and corrections in a timely fashion.
- Step 7: Applicant resubmits the elements in need of correction as required by referral agencies and staff. Staff then sets the dates for the public hearing before the Board of Adjustment.
- Step 8: NOTIFICATION: Applicant runs a PUBLIC NOTICE ad in the newspaper announcing the nature of the application and the dates for hearings at least 30 days prior to the hearing. (NOTE: CDS can provide the proper wording for this notice.) Applicant is also required to conduct a certified mailing to all property owners within 1320' of subject property boundary and will be required to submit receipts for the mailing. In some cases a sign must be posted at and around the property. Affidavits are required. There are myriad time lapses that must happen at this stage.
- Step 9: Board of Adjustment Hearing and final decision (appeals to District Court)
- Step 10: Final recordation after all conditions of approval are met.