



BOARD OF ADJUSTMENT CHECKLIST FOR VARIANCES

FINDINGS: Per Section 18.60 (Variances) of the Woodland Park Municipal Code, the Board of Adjustment (“the board”) shall consider the application and grant or deny it according to the provisions of Section 18.60. In granting a variance, the board may prescribe appropriate conditions in conformity with this title.

The board should make findings based on the following three categories:

A. Section 18.06.010. Type of Variance, Established: (one of the following should apply)

- 1. Exceptional narrowness, shallowness or shape of property.
- 2. Exceptional topography of property.
- 3. Other exceptional or extraordinary situation or condition peculiar to property.

B. Section 18.60.020. Application. The applicant shall submit written application with a site plan for a variance demonstrating that one or more of the following conditions exists:

- 1. The special conditions and circumstances of the type of variance specified above are not applicable to other lands or structures in the same district.
- 2. The situation of the property did not result from actions of the present or past owners.
- 3. The literal interpretation of the provision of zoning regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district.
- 4. If approved, the applicant will not receive special privileges denied to other property in the same district.

C. Section 18.60.040. Findings. The BOA shall make the following findings (all must apply):

- 1. That the representations in the application are valid.
- 2. That the justifications of the variance will make possible the reasonable use of the land.
- 3. That granting the variance will be in harmony with the general purpose and intent of the comprehensive plan.
- 4. That granting the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.