

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 will no longer accept
submittal(s) via e-mail.*

PROPERTY ADDRESS FOR VARIANCE

Address _____ City _____ State _____ Zip Code _____

VARIANCE REQUEST

Cite applicable Code sections: _____

Variance requested: _____

Reason (attach additional pages, if needed): _____

APPLICANT INFORMATION

Name: _____ E-mail: _____

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: _____ E-mail: _____

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) *In the alternative, written authorization from the property owner (on appropriate letterhead with corresponding signature block, if applicable) will be required. The name of the property owner must be the same name as shown in public records (i.e., El Paso County Assessor's records). If the property owner is an entity, including but not limited to a trust, the written authorization must be from the entity and its authorized agent(s).*

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 pay 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 (not to exceed 10 property addresses per application), 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.** Notice of the meeting and agenda are posted on the Department's website at: www.pprbd.org no less than twenty-four hours prior to the holding of the meeting.

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
Monthly Meeting(s)	9 a.m., first Wednesday	9 a.m., second Thursday	10:30a.m., third Wednesday
Agenda Deadline(s)	Wednesday, 2 weeks prior	Wednesday, 2 weeks prior	Thursday, 6 days prior

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Last Updated: March 9, 2020