



Town of Carbondale
Variance
Checklist
(970) 963-2733

Project Name:

Applicant:

Applicant Address:

Location:

Date:

Staff Member:

Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- Filing Fee of \$300 **and Land Use Application (separate attachment)**

- A site plan showing the footprint and proposed use of all buildings, parking configuration and other details necessary to demonstrate that the proposed use and site conforms with all other requirements of the zone district and variance requirements.

- A written statement indicating how the variance will meet the criteria in section 2.7.1.c.3.a or 2.7.1.c.3.b, whichever is applicable.

- Additional information requested at the pre-application meetings: