



Avon Community Development Department  
One Lake Street  
PO Box 975  
Avon, Colorado 81620  
www.avon.org

## VARIANCE APPLICATION SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Executed Agreement to Pay form
- Authorized Representative Form if applicant is not the property-owner.
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Certification of Title and Title Report including Schedules A&B
- Affidavit of Property Owner's List
- Public Notices
- Self-Addressed and Stamped Envelopes required for each property on the list with the Town of Avon as the return address.
- Utility Approval and Verification Form
- Pre-Application Conference Summary
- Written Statement describing the proposed variance request, including:
  - Response to mandatory review criteria in §7.16.110(c)
  - Specific reasons for the variance request
- Additional materials deemed necessary by Staff to determine the impact of the proposed rezoning will have on the health, safety and welfare of the Town.