



Variance APPLICATION CHECKLIST

Town of Kremmling

The following checklist is based on the submittal requirements for a Variance pursuant to Section 17.06.020 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.

Project Name: _____ **Submittal Date:** _____

Applicant Name: _____

Applicant Phone: _____

Applicant E-Mail: _____

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	1. Submit to the Town staff on Town form: Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Name, address, telephone number of the applicant and all property owners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Street address and/or legal description of the lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Map of the lot indicating the proposed structure and such other information necessary to prove that the applicable criteria are satisfied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETENESS DETERMINATION *(Office Use Only):*

Reviewed by: _____ **Date:** _____

Determination:
 Complete
 Complete, with conditions
 Not complete, resubmittal required

Determination Comments: _____