



**Boulder  
County**

**Boulder County  
Land Use Department  
Publications**

# **Board of Adjustment Variance Requirements**

**Land Use Department**  
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**Office Hours:**  
Monday — Friday 8:00 AM to 4:30 PM

## **Board of Adjustment (BOA) Variance Requirements**

### **General Explanation**

Any person may appeal to the Board of Adjustment for a variance from provisions of the Boulder County Land Use Code including setbacks, building height requirements, sign requirements, and flood plain regulations.

The application deadline is the first Wednesday of the month prior to the proposed hearing date (which is typically the first Wednesday of the following month) in order that the staff may meet all deadlines required by State law such as publication in the newspaper and notification to adjacent property owners. Please call 303-441-3930 to arrange for a pre-application conference.

### **Application Materials**

- 1. Application Form**  
Completed and signed (provided in the BOA Variance Requirements packet).
- 2. Application Fee**  
\$250.00 submitted with the application.
- 3. Fee Agreement**  
Completed and signed (provided in the BOA Variance Requirements packet).
- 4. Hardship Statement**  
The hardship statement is the basis for the request and must prove hardship on the property, and a personal hardship if the variance is not approved. The hardship must be neither self-imposed nor financial.
- 5. Site Plan\***  
8-1/2" x 11" showing the proposed setbacks, property lines, and any other features that restrict building such as septic fields, rock outcropping or severe slope. The plans must be drawn to scale.\*
- 6. Building Permit/Plans\***  
A building permit application, with a copy of the site plan, a floor plan with the rooms clearly labeled, and elevations of the exterior of the building, must be submitted in order for the Board to clearly understand the nature of the request. The plans must be drawn to scale.\*

Decisions by the Board are final and appeals to the decision must be made to a court of law.

Any application to the Board of Adjustment which does not include all the above necessary attachment will not be accepted as complete by the secretary to the Board and will not be heard by the Board of Adjustment until complete.

\* Any plans submitted for a variance must be drawn using standard architectural or engineering scales, such as 1/4" = 1', or 1" = 10'.