

HEIGHT EXCEPTION SUBMITTAL CHECKLIST

The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City's Current Planning website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

1. **Planning Consultation Meeting Date:** _____
Prior to submitting an application, a consultation meeting with city planning staff is required. At the meeting, staff will review the application materials to ensure that the submittal is complete and answer questions about the height exception process. Please call the Current Planning office at (970) 962-2525 to schedule the consultation meeting.
2. **Application Checklist.** Complete this checklist verifying the submittal of the required information.
3. **Application.** Complete and sign the application form in this checklist.
4. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
5. **Height Exception Report:** Complete the Height Exception Report provided in this checklist.
6. **Site Plan:** drawn to scale with lot dimensions, containing the following information:
 - a. North arrow identified;
 - b. Property lines;
 - c. All easements shown and labeled as to width of easement and purpose;
 - d. Footprint of all existing and proposed buildings and structures with square footages labeled; and
 - e. Setbacks to proposed building or structure improvements labeled from property lines and existing structures.

7. **Building Elevations:** Elevations of the proposed structures associated with the height exception request, including materials and colors. The height of the structure shall be labeled in accordance with the height measurements described in the Unified Development Code.
8. **Shadow and Shading Analysis:** A shadow and shading analysis may be required if potential impacts from the increased building or structure height are identified. Adverse impacts include, but are not limited to, casting shadows on adjacent property sufficient to preclude the functional use of solar energy technology, contributing to the accumulation of snow and ice during the winter on adjacent property, and shading of windows or gardens for more than 3 months a year.
9. **Other Information Relevant to the Height Exception Request:** This could include supplemental drawings, photographs, HOA approval letter, letters of support from neighbors, or other information that you would like City staff and the Planning Commission to take into consideration in reviewing the height exception request.
10. **List of Surrounding Property Owners:** Names and addresses of all surface owners of record property that fall wholly or partially within a 150-foot radius of the property. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing.
11. **Affidavits of Notice** for posting signs and sending letters for the neighborhood meeting and public hearing. *Affidavit Templates* are available on the City's Current Planning website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.
12. **Community Participation Report** is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements* available on the City's Current Planning website.

APPLICATION

Applicant Information

Name:		Phone:	
Address:			
City, State:		Zip Code:	
Email Address:		Preferred Method of Contact	Phone Email

Height Exception Request

Address of property in which the height exception is requested (if different than above information):

Structure Information	<input type="checkbox"/> New Detached Structure <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Sign
	Proposed height of structure:
	Has a building permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Building permit number, if applicable:
	Has a stop work order or violation been issued by the City for the structure? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of Height Exception	
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Applicant's Signature

By signing this application, I hereby acknowledge that the information provided is correct and complete.

Signature _____ Date _____

Printed Name _____

Height Exception Report

For a height exception to be approved, the Planning Commission must determine that all of the below criteria have been met. A detailed justification on how the height exception request is in compliance with the criteria is required. Please attach a separate document if additional space is needed.

Criteria	Justification
1. The proposed height of the structure allows adequate light and air to surrounding properties within the notice area.	
2. The requested exception is not an obvious disruption to the established pattern of mass and scale to surrounding properties within the notice area.	
3. The requested exception will not be injurious to other property owners within the notice area, or otherwise detrimental to the public health, safety and welfare.	
4. The requested exception is consistent with the intent of the zone in which the subject property is located.	