



CITY OF ARVADA

BOARD OF ADJUSTMENT APPLICATION PACKET



COMMUNITY DEVELOPMENT DEPARTMENT

INCLUDES:

- ✓ **INFORMATION FOR FILING A VARIANCE**
- ✓ **APPLICATION FORM**
- ✓ **NOTIFICATION OF ADJACENT PROPERTY OWNERS INFORMATION**

**(PLEASE READ ENTIRE FORM BEFORE YOU BEGIN FILLING OUT
YOUR VARIANCE APPLICATION)**

NOTICE TO APPLICANTS

Dear Applicant:

Before you begin to prepare your “Variance Application,” please read this notice carefully. The Board of Adjustment (also known as “BOA”) determines whether a variance request may be granted based on certain criteria found in the Land Development Code. If your application meets the criteria, the BOA may consider granting your request.

Please read and respond to the criteria carefully. In making a decision on your case, the BOA must determine:

1. That there are specific physical attributes (e.g., lot slope, topography, lot shape) about your property which creates a practical difficulty;
2. That the practical difficulty, which exists, was not created by you;
3. That the physical attribute, which is causing the practical difficulty, is not found throughout the neighborhood;
4. That the variance, if granted, is the minimum variance that will make use of the land, structure, or building;
5. That the variance, if granted, would not be of substantial detriment to the public interest, the property, or adjoining property.

Please note: “Aesthetics” and financial difficulty are not factors that the BOA may consider, although the BOA may consider whether the requested variance will create a substantial change in the character of the neighborhood.

If you decide to proceed with your variance application and to present it before the BOA, please indicate on the written application how you have met the criteria listed above. Remember, the purpose of the BOA is to make variance decisions based on the rules set forth in the Land Development Code. So, while we understand there may be social, economic, or personal issues which you believe are relevant to your request, those issues are not to be considered by the BOA in judging your application for a variance.

Sincerely,

Board of Adjustment

Please read and respond to the criteria carefully.

3.20.8 Approval Criteria

A Variance application may be approved only if the BOA finds that all of the following criteria have been met:

- A. Special circumstances or conditions exist (e.g., exceptional topographic conditions, narrowness, shallowness, or the shape of the property) that are not common to other areas or buildings similarly situated and practical difficulty may result from strict compliance with this Code's standards, provided that the requested variance will not have the effect of nullifying or impairing the intent and purposes of either the specific standards, this Code, or the Comprehensive Plan.
- B. In determining "practical difficulty," the BOA shall consider the following factors:
 - 1. Whether there can be any beneficial use of the property without the variance;
 - 2. Whether the variance is substantial in relation to the requirement or standard;
 - 3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
 - 4. Whether the variance would adversely affect the delivery of public services such as water and sewer;
 - 5. Whether the variance would adversely affect the risk of property damage or personal injury from flood, fire, or other natural disaster;
 - 6. Whether the Applicant purchased the property with knowledge of the requirement; and
 - 7. Whether the Applicant's predicament can be mitigated through some method other than a variance.
- C. No variance shall be granted if the submitted conditions or circumstances result from the actions or prior actions of the Applicant.
- D. No variance shall be granted reducing the size of lots contained in an existing or proposed subdivision if it will result in an increase in the number of lots beyond the number otherwise permitted for the total subdivision, pursuant to the applicable zoning district regulations.
- E. If authorized, a variance shall represent the least deviation from the regulations that will afford relief.
- F. The existence of nonconforming uses of neighboring lands, structures, or buildings in the same zoning district, or permitted or nonconforming use of lands, structures, or buildings in other zoning districts, shall not be considered grounds for the issuance of a variance.

3.20.9 Conditions on Approvals

In granting such variances, the BOA may require such conditions as will, in its independent judgment, secure substantially the objectives of the standard so varied or modified.

3.20.10 Effect of Approval/Lapse

- A. A Variance shall lapse and have no further effect two (2) years after its effective date or at such alternative time specified in the approval unless:
 - 1. A Building Permit has been issued and construction diligently pursued;
 - 2. A Certificate of Occupancy has been issued; or
 - 3. The structure is established.
- B. A Variance shall automatically lapse and have no further effect if the rights granted by it are discontinued for 180 consecutive days.



CITY OF ARVADA
COMMUNITY DEVELOPMENT DEPARTMENT
8101 RALSTON ROAD
ARVADA, CO 80002

BOARD OF ADJUSTMENT VARIANCE INFORMATION PACKET



**PUBLIC HEARING REQUIREMENTS AS PRESCRIBED BY THE
LAND DEVELOPMENT CODE**



THE APPLICANT (YOU) WILL:

Submit completed Application for Variance with the following attachments:

- Building Permit Application
- An Improvement Location Certificate (ILC) is required or an approved to scale and dimension site plan – showing proposed addition or alteration, including all easements located on the property. (if the plan is larger than 8-1/2 x 14, you will need to provide 15 copies.)
- An architectural elevation to show the construction features and materials of any structures.
- The filing fee of \$100.00 for fence variance requests and \$250.00 for all other variance requests.



THE CITY WILL:

Prepare the sign of notification to the public with the appropriate wording, time and dates filled in. The City will also furnish stakes to be used in the posting of the sign.

Pick up, from the office of the Community Development Department, the sign and stakes to be used in the posting of the sign on the applicable site. This sign must be picked up and properly posted at least fifteen (15) days prior to the public hearing, not including the day of the hearing. The public hearing sign should be posted in the approximate center of the yard frontage and set back approximately twelve (12) to fifteen (15) feet from the front property line. The sign shall be posted 24 hours a day.

It is the duty of the applicant to properly post and maintain the sign. If the sign needs replacing, contact the Community Development Department, 720-898-7450. If the sign is destroyed or stolen over a weekend call the Community Development Department on Monday morning for a replacement.

THE PURPOSE OF THE SIGN IS TO INFORM NEIGHBORS AND INTERESTED CITIZENS OF YOUR REQUEST FOR A VARIANCE FROM THE LAND DEVELOPMENT CODE. YOU MUST FILL OUT AND MAINTAIN THE POSTING LOG AND BRING IT TO THE MEETING.



THE CITY WILL: Prepare and order a notice of a public hearing to be published in a newspaper with general circulation within the City of Arvada at least fifteen (15) days prior to the public hearing.



YOU MUST: Prepare a written notice to all owners of adjacent property sharing a boundary (even across a street, alley or open space) with the property on which you have requested a variance. The names and addresses of adjacent property owners should be obtained from the County Assessor's Office (Adams or Jefferson). Notification to adjacent property owners must be made at least twelve (12) days prior to the public hearing date.

FACTORS THE BOARD USES IN DETERMINING IF A PRACTICAL DIFFICULTY EXISTS IN ORDER TO GRANT A VARIANCE:

NOTE: (The Board of Adjustment must find a practical difficulty associated with YOUR PROPERTY in order to grant you a variance.)

The applicant should also be advised that in determining whether to grant a variance, the Board must take into consideration the following factors:

- A. Whether the variance is substantial in relation to the requirement or standard.
- B. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance.
- C. Whether the variance would adversely affect the delivery of public services such as water and sewer.
- D. Whether the variance would adversely affect the risk of property damage or personal injury from flood, fire, or other natural disaster.
- E. Whether the Applicant purchased the property with knowledge of the requirement.
- F. Whether the Applicant's predicament can be mitigated through some other method other than a variance.

The applicant should provide information to the Board in the application and/or presentation regarding these items.

PROCEDURES FOR FILING A VARIANCE REQUEST TO THE BOARD OF ADJUSTMENT

PLEASE READ AND COMPLETE THE ENTIRE APPLICATION!

1. **BUILDING PERMIT AND SITE PLAN**

Before making application please check with the Building Department to determine the impact of the Building Codes on your proposal. After verbal denial has been received from Community Development, the next step is to complete and return a variance application to the Community Development Department. It is important that this application be fully completed, contain the required attachments, and be prepared prior to attempting to file the request:

BE SURE TO HAVE A COMPLETE APPLICATION. If you have any questions concerning the application or the attachments, contact the Community Development Department at 720-898-7450.

2. **FILING REQUIREMENTS**

Filing the application with the Community Development Department is the next step. Check with the Community Development Department for the application and meeting dates or the information can be obtained online by accessing our home page of www.arvada.org, then go to Government, then Board and Commissions, then Board of Adjustment. Only completed applications with an Improvement Location Certificate (ILC) or other approved to scale and dimension site plan will be considered. The Community Development staff will schedule your request for the next available Board meeting. You will be notified of the exact date at which your request will be heard. A filing fee of \$100.00 for fence variance requests and \$250.00 for all other variance requests is required when the application is submitted. Contact the Community Development Department at 720-898-7450 for the application cut-off dates, which is also available online as listed above. **Please Note: Only five (5) cases per meeting will be accepted.**

3. **STAFF REPORT TO THE BOARD**

Staff review of the application will be completed before the Board of Adjustment meeting at which the application is to be heard. (If, during this review, the Community Development staff has any comments or recommendations, the applicant will be made aware of them prior to the public hearing.) A copy of the staff report and agenda will be available to be picked up by the applicant on the Friday prior to the scheduled meeting date, along with being available online.

4.  **BOARD OF ADJUSTMENT PROCEDURES**

The Board of Adjustment procedures for public hearings provides time for a presentation of evidence supporting the variance requested. The recording secretary will need to have a copy of any item presented at the hearing that was not included with the application packet. Time will also be allocated for others to speak, either in support of or in opposition to the request.

ATTENDANCE BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AT THE PUBLIC HEARING, AND ALL OTHERS AT WHICH THE APPLICATION IS BEING CONSIDERED, IS MANDATORY. If an agent or representative of the property owner is to present the case, the form entitled “Appointment of Agent to Represent Owner” must be signed by the owner, notarized, and submitted to the Community Development Department. If neither the applicant nor his representative is present at the hearing, the Board of Adjustment may remove the application from the docket and continue it to the next public hearing. If the applicant fails to appear at the second public hearing, the Board of Adjustment may deny the application on the basis of abandonment. If the applicant wishes to withdraw his request, he may either contact the Community Development Department by phone at 720-898-7450, or a letter of withdrawal may be submitted and sent to City of Arvada, Community Development Department, P. O. Box 8101, 8101 Ralston Road, Arvada, Colorado 80001-8101 or faxed to the Community Development Department at 720-898-7437. Once the legal notice of the application has been published, there is no refund of the application fee.

5.  **BOARD OF ADJUSTMENT ACTION**

The Board of Adjustment may approve; approve with conditions; deny or continue any case. The Board of Adjustment may attach appropriate conditions and safeguards to any approval or deny a variance request that is not in harmony with the purpose and intent of the Land Development Code. A concurring vote of four (4) members is necessary to approve any variance request.

6.  **USE VARIANCES PROHIBITED**

The Board does not possess the power to grant a permanent use variance to permit the use of land, structure, or building that is not permitted by the Land Development Code in the district in question, or to alter the density requirements in the zone in question.

ANY PERSON OR PERSONS, OR ANY BOARD, TAXPAYER, OR DEPARTMENT OF THE CITY AGGRIEVED BY ANY DECISION OF THE BOARD OF ADJUSTMENT MAY SEEK REVIEW OF SUCH DECISIONS BY THE APPROPRIATE COURT.

SITE PLAN REQUIREMENTS

COMMUNITY DEVELOPMENT DEPARTMENT

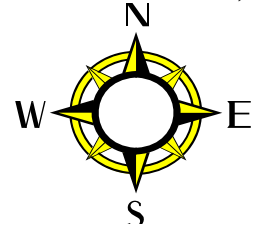
REQUIREMENTS FOR SITE PLANS

Improvement Location Certificate (ILC) is required on an approved to scale and dimension site plan. Site plan (maximum size 8-1/2" x 14") must include the following:

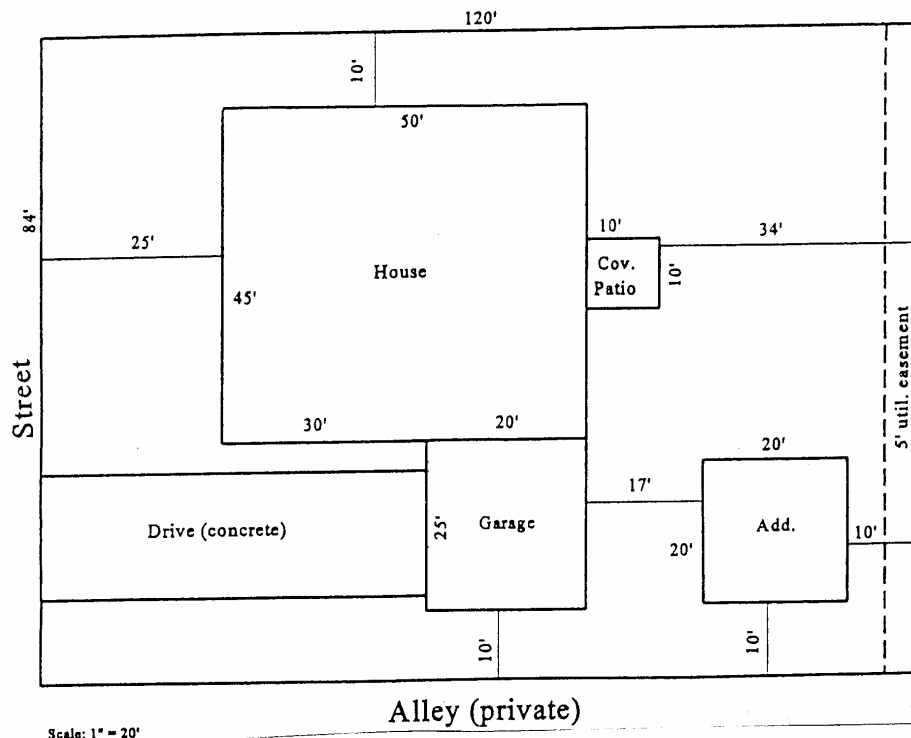
- A. Dimensions of lot;
- B. Setbacks to structure(s) from all property lines (structure outline shall include decks, covered patios, porches, cantilevers, etc. and shall denote dimensions of each);
- C. Elevations of decks from final grade;
- D. Easements, ditches, right-of ways, etc;
- E. Location of street and driveway and the type of drive (concrete or asphalt); and existing structure(s).
- F. Location of landscaping – such as large trees that will prevent construction in areas of the yard.
- G. Location and size of accessory structures (sheds, storage units, pools, hot tubs, etc.)

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PROPER SITE PLAN

(Please indicate north)



EXAMPLE AS FOLLOWS:





CITY OF ARVADA
 COMMUNITY DEVELOPMENT DEPARTMENT
 8101 RALSTON ROAD
 ARVADA, CO 80002

APPLICATION FOR A REQUEST FOR A VARIANCE FROM THE LAND DEVELOPMENT CODE

All parts of the application must be completed and submitted to the Community Development Department no later than the dates stated in the procedures. Incomplete or inaccurate applications will not be considered for action by the Board of Adjustment and are void.
(Please print or type all material)

GENERAL INFORMATION

DATE _____

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

Street

City

Zip

PHONE NUMBER _____

Home

Office

LEGAL DESCRIPTION

STREET ADDRESS OF REQUEST (if different than above) _____

Street

SUBDIVISION NAME (Required) _____

BLOCK NUMBER/LOT NUMBER (Required) _____

ZONING DISTRICT (Required) _____ IN FLOOD PLAIN? _____

OFFICIAL USE ONLY:

Case Number: _____

Date of Meeting: _____

Date of Expiration: _____

Board Action: _____

Chairperson: _____

FEE PAID

NOTIFICATION OF NON-COMPLIANCE

Check here if you have received Notification of Non Compliance from the Code Enforcement Division. If so, please attach a copy of the letter you received.

TYPE OF VARIANCE REQUESTED (Check All That Apply)

- SIGN (SIZE/LOCATION)
 - SETBACK
 - LOT COVERAGE
 - SIZE OF STRUCTURE
 - NUMBER OF STRUCTURES
- OTHER (EXPLAIN) _____

PROPOSED ACTION (Check One)

- To leave as constructed...
- To construct...

What?: _____

LOT SIZE _____ sq. ft. **LIVABLE SQUARE FOOTAGE** _____

LOT COVERAGE BEFORE _____ sq. ft.

LOT COVERAGE AFTER (if applicable) _____ sq. ft.

EXACT LOCATION AND/OR SIZE OF PROPOSED ACTION (i.e., exact distance(s) from all applicable property lines, exact square footage, etc.)

LAND DEVELOPMENT CODE REFERENCE (Please ask Staff for assistance)

Section Number: _____

Description: _____

SITE PLAN (Required)

Please attach an Improvement Location Certificate (ILC) or other approved to scale and dimension site plan showing your proposed variance request that includes all existing and proposed setback dimensions. Also include the distance from your proposed structure (if applicable) to any existing building or structure on the adjacent property.

REASONS FOR YOUR VARIANCE REQUEST

The Land Development Code states that a variance application may be approved only if:

“Special circumstances or conditions exist (e.g., exceptional topographic conditions, narrowness, shallowness, or shape of property) that are not common to other areas or buildings similarly situated and practical difficulty may result from strict compliance with the Code’s standards, provided that the requested variance will not have the effect of nullifying or impairing the intent and purpose of either the specific standards, LDC, or the Comprehensive Plan (Section 3.20.8.A).”

In determining a “practical difficulty” the Board of Adjustment shall consider the following, Section 3.20.8.B of the Land Development Code:

1. Whether there can be any beneficial use of the property without the variance;
2. Whether the variance is substantial in relation to the requirement or standard;
3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
4. Whether the variance would adversely affect the delivery of public services such as water and sewer;
5. Whether the variance would adversely affect the risk of property damage or personal injury from flood, fire, or other natural disaster; and
6. Whether the Applicant purchased the property with knowledge of the requirement; and
7. Whether the Applicant’s predicament can be mitigated through some other method other than a variance.

IN REFERENCE TO THE ABOVE POINTS OF CONSIDERATION, ANSWER ALL OF THE FOLLOWING QUESTIONS:

A. In keeping with the above, please explain what special circumstances or condition exist on your lot.

B. Why is granting a variance your only option to a beneficial use of your property?

C. Is your request the minimum possible variance needed compared to the requirement or standard in the LDC? **YES** _____ **NO (Please Explain)** _____

D. Please explain why the granting of the variance will be good rather than bad for the surrounding neighborhood.

E. Would the granting of a variance have an adverse affect on the City's water and sewer system? **YES** _____ **NO** _____

F. Would the granting of a variance risk property damage or personal injury from flood, fire, or other natural disaster? **NO** _____ **YES** _____ **(Please Explain)** _____

G. Did you purchase the property knowing that you needed the requested variance(s)? **YES** _____ **NO** _____

H. Is there anything (other than your proposal) that you can do that will make your request for a variance unnecessary?

ADDITIONAL INFORMATION

Please provide any additional information you feel may help the Board of Adjustment in understanding your request.

PLEASE NOTE THE FOLLOWING:

1. No variance shall be granted if the submitted conditions or circumstances result from the actions or prior actions of the Applicant.
2. No variance shall be granted reducing the size of lots contained in an existing or proposed subdivision if it will result in an increase in the number of lots beyond the number otherwise permitted for the total subdivision, pursuant to the applicable zoning district regulations.
3. If authorized, a variance shall represent the least deviation from the regulations that will afford relief.
4. The existence of nonconforming uses of neighboring lands, structures, or buildings in the same zoning district, or permitted or nonconforming use of lands, structures, or buildings in other zoning districts, shall not be considered grounds for the issuance of a variance.
5. In the granting of a variance, the Board of Adjustment may require such conditions as will, in its independent judgment, secure substantially the objectives of the standard so varied or modified.
6. A variance shall lapse and have no further effect two (2) years after its effective date or at such alternative time specified in the approval unless:
 - A. A building Permit has been issued and construction diligently pursued;
 - B. A Certificate of Occupancy has been issued; or
 - C. The structure is established.

A variance shall automatically lapse and have no further effect if the rights granted by it are discontinued for 180 consecutive days.

SIGNATURE PAGE

I, _____, hereby acknowledge that I have read this application and state that the above is correct. I agree to comply with all the city ordinances and state laws regulating building construction.

It is understood that only those points specifically mentioned are affected by action taken on this request.

Date _____

Property Owner _____
(Signature)

Property Owner _____
(Print name)

NOTICE: If the property owner wants an agent to represent him/her at the Board of Adjustment Public Hearing, the attached form "Appointment of Agent to Represent Owner," must be signed and notarized.

Project Reference: _____

AFFIDAVIT FOR LAWFUL PRESENCE VERIFICATION

Because of Colorado House Bill 06S-1023 (C.R.S. 24-76.5-103), this affidavit is MANDATORY and must be submitted along with a copy of one of the accepted forms of identification to prove lawful presence in the United States. Colorado law now requires that the City of Arvada verify all natural persons 18 years or older or sole proprietors who are applying for a public benefit are lawfully present in the United States prior to receiving the public benefit. A public benefit includes the application or a renewal of a grant, loan, contract, and professional or commercial licenses provided by an agency of the state or local government.

FOR CORPORATIONS/PARTNERSHIPS/COMPANIES ETC. ONLY

The applicant, for whom I am authorized to sign, is NOT a “natural person” or “sole proprietorship,” but a corporation, partnership, company or other similar entity. HB 06S-1023 is not applicable.

I understand this sworn statement is required because the applicant has applied for a “Public Benefit.” I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the laws of Colorado.

Printed Name and Title of
Applicant’s Representative

Signature of Applicant’s
Representative

Date

Name of Business

OR

FOR “NATURAL PERSONS” OR SOLE PROPRIETORS ONLY

I am a “natural person” or a “sole proprietorship,” NOT a corporation, partnership, company or other similar entity and MUST complete this affidavit and submit it with the required documentation.

1. I, _____ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen; *or*
- I am a Permanent Resident of the United States; *or*
- I am lawfully present in the United States pursuant to Federal law.

2. I understand this sworn statement is required by law because I have applied for a “Public Benefit.”

3. I understand state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit.

4. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the laws of Colorado.

5. I have attached a copy of one of the acceptable documents provided by the State of Colorado and I presented it to the agency as proof of identification that I am at least 18 years of age and I am lawfully in the United States.

Applicant’s Printed Name:

Applicant’s Signature

Date

Name of Business (If applicable)

Revised 08/01/07

**ACCEPTED FORMS OF IDENTIFICATION TO
PROVE LAWFUL PRESENCE IN THE UNITED STATES:**

- (1) Valid Colorado Driver's License or valid Colorado Identification card; *or*
- (2) United States Military card or a Military Dependent's Identification card; *or*
- (3) United States Coast Guard Merchant Mariner Card; *or*
- (4) Native American Tribal Card; *or*

(5) In the case of a resident of another state, the driver's license or a state-issued identification card from the state of: Alabama, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Minnesota, Mississippi, Missouri, Montana, Nevada, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Virginia, West Virginia, or Wyoming; *or*

Alternative Identification

If you cannot produce one of the above forms of identification, but can prove that you are lawfully present in the United States, please request a copy of The City of Arvada's Pamphlet outlining the Colorado Department of Revenue's acceptable forms of identification to prove lawful presence.

Waiver Process

If you cannot produce any documentation necessary to prove lawful presence, you may request a waiver. (Form DR 4678). The waiver is available for individuals who:

- (a) Due to chronic health or medical condition, lack sufficient mobility to appear in person to apply for a Colorado driver's license or Colorado identification card; *or*
- (b) Due to lack of a permanent physical address in Colorado, do not qualify for a Colorado driver's license or Colorado identification card; *or*
- (c) May lack sufficient documentation to receive a Colorado driver's license or Colorado identification card.

The waiver and all supporting documentation must be presented by you or a representative at a participating Colorado driver's license office, not at the City Department where you are requesting the benefit. Arvada cannot approve the benefit until the waiver process has been completed.

APPOINTMENT OF AGENT TO REPRESENT OWNER

DATE _____

Board of Adjustment
City of Arvada
8101 Ralston Road
Arvada, CO 80002

Dear Chairperson:

This letter is to advise you that, for the purpose of the variance request presented to your

Board on behalf of my property, I appoint _____ as

(print name)

my agent. _____ has full authority to act on my behalf

(print name)

for purposes of this variance request before the Board of Adjustment.

Property Owner Signature

Print Name

STATE OF COLORADO

County of _____

Subscribed and sworn to before me this _____ day of _____,

by _____.
(name of property owner)

Notary Public

(SEAL)

My Commission Expires: _____

NOTIFICATION OF ADJACENT PROPERTY OWNERS

When applying for a variance, it is required by Section 3.3 of the Land Development Code that written notice be mailed to all owners of property that share a boundary with or is located across a street, alley or public right-of-way from the property on which the variance is requested.

The names and addresses of adjacent property owners must be obtained from the applicable County Assessor's Office (Adams or Jefferson). When an adjacent property is owned by a subdivision or condominium association, notification shall be to the Board of Directors of such association and in addition, to the owners of all units immediately adjacent to the subject property. Written notice shall also be mailed to any Homeowners Association and other Neighborhood Association with a known interest in the subject area, or to others who have filed a timely request to receive written notice. The Community Development Director shall have the sole discretion to expand or decrease the notification area based on the scope of the request.

The applicant will be responsible for preparing the written notice, and for the expense of mailing the notice. All written notice shall be mailed at least twelve (12) days prior to the public hearing on the request.

Written notice (see attached sample letter) shall contain the following:

1. The time and place of public hearing;
2. A description of the property involved; for example a legal description, general vicinity map, street address, size, and/or nearest cross street;
3. A description of the nature, scope, and purpose of the requested variance;
4. An indication that interested parties may appear at the public hearing and speak on the matter or file written comments with the Community Development Department; and
5. An indication of where additional information can be obtained.

AFFIDAVIT OF MAILING

I, _____, certify that letters of notification were mailed in accordance with Section 3.3 of the Arvada Land Development Code for the public hearing to be held on _____. A copy of the letter and list of recipients is attached and made a part of this Affidavit.

Said mailing was made on _____.

Signature of Applicant / Representative

State of Colorado

County of _____

The above and foregoing Affidavit as subscribed before me this _____ day of _____, A.D., 20_____ personally by _____.
(name of applicant / representative)

(S E A L)

Notary Public

My Commission expires: _____