



385 Kimbark Street, Longmont, CO 80501

T 303-651-8330 F 303-651-8696

longmont.planning@longmontcolorado.gov

Submittal Information

Administrative modifications are a deviation or exception from the specific terms of the Land Development Code that cannot be contrary to public interest and require only staff review for approval.

WHAT TO SUBMIT:

1. One completed application signed by property owner or authorized agent.
2. Application fee (\$100 for single family homes; \$250 for all other developments). Checks are made payable to the "City of Longmont"
3. A plan document, such as a site plan, plat, or architectural elevation that shows the proposed modification. The plan document must meet basic drafting standards (page 4)
4. Property ownership verification, such as a title commitment or title report
5. Specific, detailed responses to how the proposal meets criteria for a modification (pages 3 & 4)

HOW TO SUBMIT:

1. All submittal requirements must be in their original digital format, if possible. Scans of scaled documents will not be accepted.
2. Applications may be submitted to Longmont.Planning@LongmontColorado.gov or through a File Hosting Service (Dropbox, Google Drive, etc). with the subject/heading "Admin Modification – [Address] – [Date]".
3. A confirmation email from the Planner receiving the documents will be sent to your email address.

Submittal Process:

Step 1: Submit complete application

Step 2: Staff review and analysis

Step 3: Planning Director Makes the Decision or More Information Necessary

Step 4 (if applicable): Resubmit additional information and repeat Steps 1-3

Timeline:

Administrative modification request only: 30 days per submittal

Combined with other development application: Same as other application's timeline

Please note, the following administrative modifications cannot be granted:

- Approval of a use type that is not otherwise permitted in the zone
- An increase in overall project density by more than 10%
- An increase in floor area by greater than 25% of the total development floor area
- Any other deviation from the Land Development Code not eligible for a staff-level modification (see LMC §15.02)
- Applications that do not provide sufficient evidence to show the criteria have been met

Si necesita la información de este documento en español, por favor llame a 303.651.8332



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Modification Application

Property Owner Information

Name	
Address	Email Address
	Telephone

Applicant Information (if different from owner)

Name	
Address	Email Address
	Telephone

Property Information

Project Address	Property Legal Description (Lot/Block/Subdivision)
Zoning Designation	
Land Use	

Project Description

Provide a narrative that summarizes the proposal and its purpose. The narrative must include the Code standard requested to be modified, the code citation for that standard, and the amount that the applicant is requesting to modify the standard.

Under penalty of perjury, the following declarations are made:

- a. The undersigned is the owner or authorized agent of the owner of this property.
- b. The information presented is true and correct to the best of my knowledge.
- c. I acknowledge that other information or applications may be required.
- d. I authorize City of Longmont Planning and Development Services staff to conduct a site visit of this property, making all portions of the site pertaining to this proposal accessible to such staff.

Signature	Name (printed)	Date
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Modification Criteria Findings

Pursuant to Longmont Municipal Code §15.02.080.B.7, all modifications from the Land Development Code must meet the criteria on this page, in addition to the common criteria for all applications of LMC §15.02.055.

Either Criteria Set 1 or Criteria Set 2 must be met.

I, the owner or authorized agent of the owner, present the following facts sufficient to establish that these criteria have been met:

Criteria Set 1. The modification requested is of a technical nature required to compensate for a practical difficulty (as defined in LMC §15.02.060.I.5.a.ii) or unusual aspect of the site or the proposed development.

1. Practical difficulty or unusual aspect of the site or proposed development that does not generally apply to other properties or uses in the same zoning district:
2. How the literal enforcement of the specified provisions of this Code would result in practical difficulty or unnecessary hardship not created by or attributable to the applicant or the owner of the property:
3. The modification will not create a building or fire code violation, or other safety hazard
4. The modification is the least deviation from the standard that will afford relief.

Criteria Set 2. The proposal is an alternative design that meets:

1. The purpose and intent of the development code
2. The purpose and intent of the comprehensive plan
3. The purpose and intent of the standard, plat, or plan; and



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4. Represents a creative and quality design without detriment to surrounding properties or the neighborhood, the natural environment or the City's ability to provide public services.

5. The modification will not create a building or fire code violation, or other safety hazard

6. The modification is the least deviation from the standard that will afford relief.

Basic Drafting Standards:

All plan documents submitted to the City of Longmont must meet the following basic drafting standards.

1. Minimum sheet size of 8½" × 11";
2. North arrow;
3. Date of plan and dates of plan revisions, if any;
4. Engineer's scale, as appropriate, with all information drawn to scale;
5. Legend for all symbols or abbreviations used
6. Minimum font size of 1/6" (roughly 4.25 mm or 12 point font)
7. Name of project;
8. Application type ("Administrative Modification")
9. Address of project;
10. Legal description of property;
11. Names of all property owner(s) of record; Name, address, and email of person or firm responsible for the plan;
12. Zoning district in which the property is located
13. Be created digitally. Scanned drawings are only accepted if legible and minimum resolution of 300 dots per inch.

Resources:

Basic Property Information:

Boulder County: <http://maps.boco.solutions/propertysearch/>

Weld County: <https://www.co.weld.co.us/apps1/propertyportal/>

Zoning: [City of Longmont Zoning Map](#)

[Land Development Code](#)



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Modification Review - Staff Use Only

Staff reviewer:

Code section(s) and standard(s) modified:

Analysis of applicant's justification:

Recommendation:

- Approved**
- Denied**
- Approved with Conditions**

Conditions of Approval:

Planning & Development Services Director

Date