



<b>For Internal Purposes Only (initial)</b>
Approved: _____
Approved with Conditions: _____
Denied: _____
Filing Fee paid: _____

**Application for Special Exception**

Per Mancos Municipal Code 16-19-210 to 270, special exceptions or deviations from otherwise applicable standards where development is proposed may be granted. To request an exception, fill out the information below and include a copy of the property site plan or drawings, *plus a special exception filing fee of \$260.00*. The fee covers the cost of review and publication notices. This application must be completed and signed by the property owner of record. **Three (3) copies of this application and any attachments are required. A building permit, if required, along with building permit fees shall also be applied.**

**Applicant/Agent Contact Information<sup>1</sup>**

Applicant/Agent: \_\_\_\_\_  
*Last* *First* *M.I.*

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Subject Property Information**

Property Address (as assigned by Montezuma County): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Property Type:     Single-Family Residential     Duplex     Multi-Family Unit     Commercial     Other

Property Status:     New construction     Remodel/addition

Type of Special Exception Requested:

- Setback standards
- Minimum lot area standards
- Minimum lot width standards
- Sign illumination standards
- Fence and wall standards
- Compatibility standards

**Use the space below or attach another sheet to further describe the situation and why you are seeking a special exception. Photographs and other information may be attached as well.**

---

---

---

---

---

---

---

**SEE BACK-REMEMBER TO SIGN THIS APPLICATION**

<sup>1</sup> A notarized letter from the property owner of record is required if the application is submitted by any party other than the property owner of record.

I \_\_\_\_\_ swear that the information included herein is accurate, to the best of my estimation. I understand that no application shall be considered complete, and shall not be accepted or reviewed, until the application is complete, the review fee is paid in full (if applicable), and public hearing notice requirements (if applicable) have been fulfilled. The Zoning Administrator, Planning and Zoning Commission, Building Inspector or the Board of Trustees may deny my request for a special exception, approve the request, or approve it with conditions.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date