



CITY AND COUNTY OF DENVER Zoning Permits

Application for Administrative Review of The Placement of Air Conditioning or Other Similar Equipment.

201 West Colfax Avenue,
Dept. 205
Denver, Colorado 80202
Phone: (720) 865-3000
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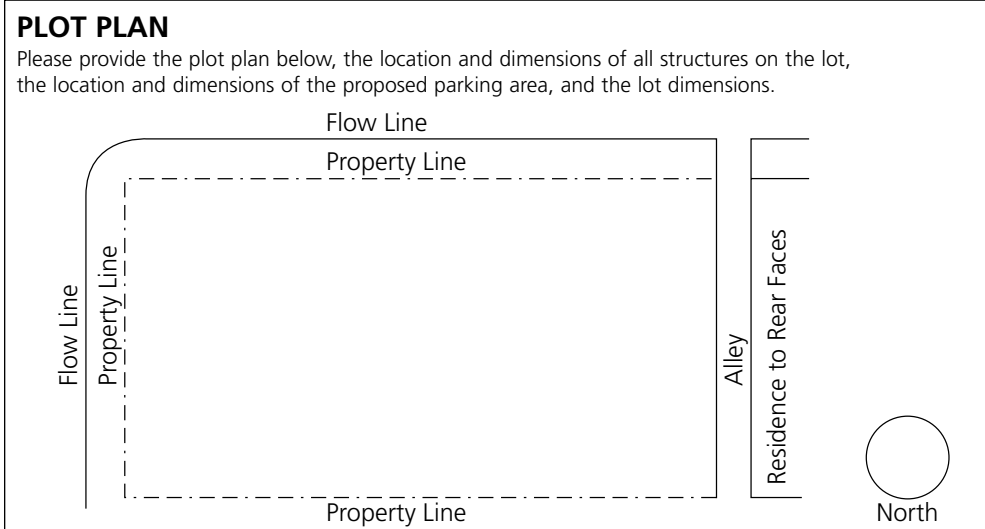
Intake By: _____

Note: This is not a Building Permit. A Building Permit must be obtained from the Building Department.

Date: _____ Address: _____

Legal Description: _____ Corner Lot Zone _____

Lot(s) _____ Blk. _____ Subdiv. _____ Interior Lot
PBG _____



Equipment Type _____

Neighborhood Association(s) _____

HEIGHT AND NOISE LEVEL

Max Db level _____

Height In Feet or Inches _____

Applicants Statement: use reverse if more space is required _____

Signature _____

THE CONTRACTOR AND OWNER(S) ACCEPT FULL RESPONSIBILITIES FOR ALL WORK DONE UNDER THIS PERMIT TO COMPLY WITH THE CITY AND COUNTY OF DENVER ORDINANCE AND ALL OTHER APPLICABLE ORDINANCES.

Print Owners Name & Address Below

Owners or Authorized Representative Signature _____

Address _____ Telephone Number _____

Planning Office: Approved Denied

Landmark Comm.: Approved Denied

Signature _____ Date _____

Signature _____ Date _____

Determination Per Section 59-38 Approved Denied

Notification of interested parties date: _____

Zoning Administrator _____

01010-0142400 – 370200

Date _____

Fee \$50

APPLICANT'S INSTRUCTIONS FOR ADMINISTRATIVE REVIEW OF THE PLACEMENT OF AIR CONDITIONING UNITS OR OTHER SIMILAR MECHANICAL EQUIPMENT

Note: It is the sole responsibility of the applicant to contact and work through this process with the adjacent property owners and registered neighborhood groups. The Zoning Administration must remain neutral and cannot act on behalf of the applicant in these matters.

- 1.** The Zoning Administration identifies the adjacent properties and property owners and registered neighborhood groups that must be notified about the proposed air conditioning units or other similar mechanical equipment. A list of those owners and registered neighborhood groups is prepared and given to the applicant.
- 2.** The applicant notifies the adjacent owners by delivering or mailing a complete copy of the application and comment sheet to those owners and registered neighborhood groups. Delivery options are: hand delivery, regular mail or certified mail.
- 3.** Upon completion of delivery, the applicant completes a certificate of notification. The completion date is the date of the last hand delivery or mailing date of the packets of notification. The applicant has the certificate of notification notarized and returns it to the Zoning Administration. The date of the notification is the starting date of the 30-day comment period for the application. If the applicant can get the adjacent owner's and registered neighborhood groups to approve the proposed location of an air conditioner or other mechanical equipment prior to the end of the comment period the comment period may be reduced.
- 4.** After the Zoning Administration receives the certificate of notification, a field investigation is performed by the agency and any other City agencies that may have an interest in the air conditioning units or other similar mechanical equipment. The applicant must comply with any additional requirements by these agencies to receive approval by the Zoning Administration.
- 5.** At the end of the comment period the Zoning Administrator will review all the comments and recommendations received from the agencies, adjacent property owners and registered neighborhood groups and take action on the request. Those actions are one of the following: approval, approval with conditions or denial.
- 6.** The decision by the Zoning Administrator is **FINAL**. After a decision is reached, no additional discussion or introduction of evidence or comments is allowed. Any affected party that is aggrieved by the decision may appeal the decision to the Board of Adjustment-Zoning at 201 W. Colfax Ave within 15 days of the date of the decision.