



**CITY OF LAMAR**  
 102 E. Parmenter St.  
 Lamar, CO 81052-3299  
 Phone - 719-336-2085  
 www.ci.lamar.co.us

**Requirements for the City of Lamar  
 Planning & Zoning Commission Application**

The following needs to be submitted to schedule a hearing with the City of Lamar Planning & Zoning Commission:

1. Planning & Zoning Commission application filled out, signed, and notarized.
2. Proof of legitimate legal interest in the property. Copy of the following documents are acceptable forms of proof of interest in the land:
  - a. Deed (Quit Claim Deed, Warranty Deed)
  - b. Contract to buy and sell real estate, if you expecting to purchase the property
  - c. Land Contract
  - d. If the applicant is not the owner, formal written and notarized authorization from the property owner to file the application.
3. List of property owners within 200 feet of the property (all sides) from the Prowers County Assessor’s Office. The Assessor’s office is located at 301 S Main St, Suite 205, Lamar, CO 81052.
4. Refer to the current City of Lamar Fee Schedule for fee amount.

An application will not be considered complete and a public hearing will not be scheduled until all of the required documents are completed and submitted.

Supplemental documents that need to be submitted to support the request.

Examples of these documents are:

- |                         |                  |                               |
|-------------------------|------------------|-------------------------------|
| • Statement of request  | • Floor Plan     | • Survey (if available)       |
| • Site Plan             | • Landscape Plan | • Neighbor’s written approval |
| • Photos (if available) | • Parking Plan   |                               |

\*Note that all documents submitted will become public record.

The documents may be submitted via:

1. Hand Delivered
2. Mailed to: City of Lamar  
 Attn: Building Department  
 102 E. Parmenter St.  
 Lamar, CO 81052
3. Faxed to (719) 336-2787
4. E-mailed to: [stephanie.strube@ci.lamar.co.us](mailto:stephanie.strube@ci.lamar.co.us)

Applications can be obtained by:

1. [www.ci.lamar.co.us](http://www.ci.lamar.co.us)
2. email: [stephanie.strube@ci.lamar.co.us](mailto:stephanie.strube@ci.lamar.co.us)
3. Calling (719) 336-2085
4. at the Building Department  
 102 E. Parmenter St  
 Lamar, CO 81052

**Allow two (2) to three (3) weeks to process the application.**

The Planning & Zoning Commission is a recommending body to the City Council. The final decision is made by City Council.

Please contact the City of Lamar Building Department at (719) 336-2085 if you have any questions.



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Case No.: PZ-\_\_\_\_\_

Date: \_\_\_\_\_

## PLANNING & ZONING APPLICATION

I (We), \_\_\_\_\_, of \_\_\_\_\_, Lamar, Colorado  
(name) (address)

respectfully petition the Planning & Zoning Commission to review the following:

- Annexation
- Re-zoning
- Subdivision, Re-plat (dedications only), Preliminary / Final Plat Review
- Other (please specify): \_\_\_\_\_

request pertaining to Section(s) \_\_\_\_\_ of the Zoning ordinance.

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

Applicant Name: \_\_\_\_\_

Applicant Address (if different from above): \_\_\_\_\_

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

Property Owner: \_\_\_\_\_

Legal Description of property involved in the appeal: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

What is the applicant's interest in the premises affected? \_\_\_\_\_

Additional Remarks: \_\_\_\_\_





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Date: \_\_\_\_\_

## PLANNING & ZONING COMMISSION APPLICATION

### PETITION TO VACATE STREET / EASEMENT

I (We) the undersigned, being the owner's representative of the property described as:

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hereby request that the City of Lamar vacate street / easement at:

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for the following reason(s):

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DO NOT WRITE BELOW LINE

\*\*\* FOR OFFICE USE ONLY \*\*\*

**APPROVAL of Planning & Zoning Commission:**

Approved

Not Approved

Date Recorded: \_\_\_\_\_

**APPROVAL of City Council:**

Approved

Not Approved

Date Recorded: \_\_\_\_\_

Date of Public Notice: \_\_\_\_\_