

City of Lakewood  
**BOARD OF APPEALS**  
Appointment Application

**NOTE TO APPLICANT:** Before completing this application for consideration by the City Council Screening Committee, please review the attached qualifications and duties for membership on the Lakewood Board of Appeals.

After completing this application, please return it to: City of Lakewood, City Clerk's Office, 480 S. Allison Parkway, Lakewood, CO 80226. Fax (303) 987-7088. Email: [ethwes@lakewood.org](mailto:ethwes@lakewood.org)

**DATE:** \_\_\_\_\_ **Ward:** \_\_\_\_\_

**BACKGROUND INFORMATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred phone number for contacting you: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

Business Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Number of Years Lived in Metro Area: \_\_\_\_\_ in Lakewood: \_\_\_\_\_

Are you currently a registered voter in Lakewood? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION**

High School: \_\_\_\_\_ Location: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Degree: \_\_\_\_\_

Other Education: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any training, experience, education or skill that would enhance your ability to serve on this Board? If yes, please explain. (If you wish, you may attach your resume.)

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**CIVIC ACTIVITIES**

Please list all civic/professional/sports organizations and activities that you have participated in the last five years.

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Do you presently serve on a City of Lakewood Board or Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list and sign the attached form relating to serving on more than one Board/Commission.

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Please state briefly why you are interested in serving on the Board of Appeals.

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**CONFLICT OF INTEREST**

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect.

In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:

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I hereby certify that the facts within the foregoing application are true and correct to the best of my knowledge and that I am a resident of the City of Lakewood.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THANK YOU FOR APPLYING AND SHOWING AN INTEREST IN  
THE CITY OF LAKEWOOD!!**

You may serve a maximum of two consecutive terms as a member on the Board of Appeals in accordance with City of Lakewood Municipal Code 2.16.030.

The City of Lakewood does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a city service program, call 303-987-7050 or our TDD # 303-987-7057 as far in advance as possible.

Lakewood Municipal Code Chapter 2.01.020, restricting service on more than one board or commission simultaneously, states that in the event a person serving on one Board or Commission is appointed to serve on another Board or Commission, he/she will be required to resign from the Board or Commission upon which he is presently serving, unless the term which the person is presently serving expires in 90 days or less.

If your term expires in 90 days or less, please note which Board/Commission you are presently serving on. Otherwise, you must sign this document.

If the Mayor/City Council appoint me to the \_\_\_\_\_ Board/Commission,

I will resign from my present position on the \_\_\_\_\_ Board/Commission.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**Race** \_\_\_\_\_ **(optional)\***

**Age** \_\_\_\_\_ **(optional)\***

***\*\* The City of Lakewood requests certain demographic information solely for statistical purposes. Responses to these questions are strictly voluntary. The demographic information will be removed from the application before the application is distributed to the screening committee and will not be considered by the individuals who make recommendations or decisions on membership of any boards and commissions.***

City of Lakewood  
**BOARD OF APPEALS**

**Qualifications**

Members must be qualified by experience and training to pass upon matters pertaining to building construction.

**Duties**

The Board of Appeals hears and decides appeals from any order (or the failure to issue an order when one is called for), requirement, decision or determination made by the Codes Administrator, his/her authorized representatives or other administrative official in any of the following areas:

- 1) to determine the suitability of alternate materials and methods of construction;
- 2) to review all provisions of the Building and Construction Code;
- 3) to conduct appellate hearings in cases of denial, revocation or suspension of a license, and to advise the Codes Administrator on all matters related to licensing;
- 4) to review changes in the Building Code and advise City Council with respect to desirability and necessity for any such changes;
- 5) to receive proposals for amendments to the Building Code and make recommendations to the City Council in respect thereto;
- 6) to maintain contacts with the fire districts in Lakewood and the Police Department in order to receive their recommendations for amendments to the Building Code;
- 7) to call upon and receive expert opinions with respect to the broad spectrum of building matters, particularly as it relates to proposed amendments to the Building Code.

Decisions of the Board of Appeals may be appealed to the Jefferson County District Court, if filed within thirty days following the mailing of any order or decision of the Board.

## BOARD OF APPEALS

**Authority:**

Lakewood Municipal Code Section 14.12  
Ordinance O-75-2  
Ordinance O-86-7  
Ordinance O-91-54  
Ordinance O-2006-17

**Number of Members:**

Seven. The Codes Administrator is an Ex-Officio, non-voting member.

**Term:**

Three years. Terms expire on March 31<sup>st</sup>.

**Qualifications:**

Members must be qualified by experience and training to pass upon matters pertaining to building construction.

**Duties:**

The Board of Appeals, a quasi-judicial body, hears and decides appeals from any order (or the failure to issue an order when one is called for), requirement, decision or determination made by the Codes Administrator, his/her authorized representatives or other administrative official in any of the following areas:

- 1) to determine the suitability of alternate materials and methods of construction;
- 2) to review all provisions of the Building and Construction Code;
- 3) to conduct appellate hearings in cases of denial, revocation or suspension of a license, and to advise the Codes Administrator on all matters related to licensing;
- 4) to review changes in the Building Code and advise City Council with respect to desirability and necessity for any such changes;
- 5) to receive proposals for amendments to the Building Code and make recommendations to the City Council in respect thereto;
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**Public Meeting:**

Meetings are held as needed. Typically, the Board of Appeals meets four or five times a year for approximately one to two hours.

**Staff Contact:**

Mike Sizemore, Building Codes Administrator, 303-987-7554

Berta Saracino, Business Support Specialist, 303-987-7502