



## APPLICATION FOR VARIANCE

(CHECK ONE & INCLUDE SUPPORTING MATERIAL ON CHECKLIST)

ZONING

DEVELOPMENT

BUILDING

SIGN

<b>ADDRESS OF PROPERTY:</b>		<b>ACREAGE OF SITE:</b>	
<b>LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):</b>			
<b>PROPERTY OWNER:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL:</b>
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>PROJECT ENGINEER FIRM:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL:</b>
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>PROJECT FOR WHICH VARIANCE IS SOUGHT:</b>		<b>APPLICABLE SECTION/SUBSECTION OF ORDINANCE:</b>	
<b>SPECIFIC USE OF THE PROPERTY:</b>		<b>EXISTING USES OF ADJACENT PROPERTIES:</b>	

**(FOR CITY USE ONLY)**

<b>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</b>	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted.</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p><b>APPLICANT SIGNATURE</b></p>	
<hr style="width: 80%; margin: 0 auto;"/> <p><b>PRINTED NAME</b></p>	<hr style="width: 80%; margin: 0 auto;"/> <p><b>DATE</b></p>

<b>PERMIT NUMBER:</b>
<b>AMOUNT RECEIVED:</b>
<b>NOTES:</b>

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### *Variance Checklist*

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**Variance applications that do not include all of the following information cannot be accepted for review.**

**\$250 FEE (NON-REFUNDABLE) + ADVERTISING/NEIGHBOR NOTIFICATION COSTS**

Completed Application Form

**LETTER JUSTIFYING REQUEST (13 COPIES)**

At a minimum, the letter must address each of the following points individually:

- Provide a special individual reason that makes the strict application of the ordinance impractical.
- Prove that there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of his land.
- Describe the specific hardships that would be incurred by the applicant should the variance not be granted.
- Show how the modification is in conformity with the intent and purpose of the ordinance.
- Demonstrate how the granting of the variance will not be detrimental to the public health, safety, convenience or welfare, or injurious to the property in the area.
- Demonstrate that the granting of the variance will not create the probability of harmful environmental consequences.
- Discuss probable effect of variance on traffic conditions.
- Demonstrate that the granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of the ordinance.

**SUPPORTIVE MATERIAL (13 SETS – 11” x 17” MAX. EXHIBIT SIZE)**

Include as many of the following items as is applicable:

- General location map.
- Copy of plat, lot layout, site plan, etc.
- Scaled drawing(s) of proposed changes associated with variance to plat, lot layout, site plan, etc. (such as location of encroachment in setback, location of excessive cut and fill, etc.).
- Sketch of structures, site work, etc. related to variance (such as the type of fence encroaching in a setback, cross-section of excessive cut and fill, depiction of sign not allowed by ordinance, etc.).
- Supportive letters from other approving agencies (such as the Fire Dept., Municipal Utility District, Texas Department of Transportation, etc.) as necessary.