



Case Number _____

Fee Paid _____

DEVELOPMENT SERVICES APPLICATION

- | | | | |
|--|--|--|--|
| ☐ Zoning | ☐ Preliminary Plat | ☐ Replat | ☐ Plat Vacation |
| ☐ Variance | ☐ Civil Plan Review | ☐ Minor Plat | ☐ Site Plan |
| ☐ Specific Use Permit | ☐ Final Plat | ☐ Amending Plat | ☐ _____ |

PROJECT INFORMATION

Project Name or Address _____

Brief Description for Request _____

Location _____ or Parcel Tax ID# _____

County ☐ Denton ☐ Cooke ☐ Grayson Water and Sewer Service ☐ Public ☐ Private ☐ Mixed

Subdivision/Survey _____ Block/Abstract # _____ Lot/Tract # _____

Current Zoning _____ ☐ ETJ Proposed Zoning _____ Acreage _____

Proposed Plat Name _____ Proposed # Lots _____

CONTACTS	OWNER	APPLICANT
	☐ Yes ☐ No	☐ Developer ☐ Surveyor ☐ Engineer
Key Contact		☐ Yes ☐ No
Name		
Company		
Address		
City/State/Zip		
Phone		
Email		

State of Texas) (

County of _____) (

BEFORE ME, a Notary Public, on this day personal appeared _____, the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Owner or Representative

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

Notary Public in & for the State of Texas _____

VARIANCE CHECKLIST

The following checklist of requirements is provided to guide submittal preparation. This will be used by the city to insure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Board of Adjustment and Appeals meeting unless the requirements are waived by the Development Services Director.

The board authorizes in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.

Date _____ Printed Preparer's Name _____

Preparer's Signature _____

Check Off	Requirement
	APPLICATION SUBMITTAL
	Predevelopment meeting held
	Fee
	Application
	Appeal. Previous Ruling Date _____ if applicable.
	Checklist
	Legal Description (Metes and Bounds with Closure Run if unplatted)
	Two 11" x 17" Copies • Plat • Site Plan with Dimensions
	PDFs of all required documents.

Check Off	Requirement
	Letter of Intent: Describe your request below or in a separate letter if you prefer. In exercising its authority under Subsection (a)(3), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship. Please state how your request meets any of these conditions. (1) the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code; (2) compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur; (3) compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;

Check Off	Requirement
	(4) compliance would result in the unreasonable encroachment on an adjacent property or easement; or _____ _____ (5) the municipality considers the structure to be a nonconforming structure. _____ _____