



General Information

An applicant is encouraged to schedule a Pre-Application Conference with the City Administrator prior to submitting a formal variance change application. A Variance Change Application must be completed by the owner/applicant and submitted to the City Secretary Monday to Friday, 9am to 5pm, at Boyd City Hall 731 E. Rock Island Ave. Boyd, Texas 76023. All applications must be accompanied by the required documents and fee.

Variance Change Process

Every proposal to change the regulations of the zoning ordinance or the boundaries of a zoning district must be presented in a public hearing, notice of the public hearing is mailed to property owners within 200 feet of the proposed site at least 10 days prior to the Hearing and published once in the City of Boyd official newspaper. Then it must be presented to the Boyd City Council and approved by the City Council. To initiate this process, an application and all required documentation is filed with the City Secretary and payment is made of the appropriate filing fee.



VARIANCE REQUEST FORM

Variance Application Fee: \$200.00

The undersigned, as owner or authorized agent for the owner(s) of the herein described property hereby makes application for a variance from specific regulations of the Zoning Ordinance of the City of Boyd, Texas in the name of:

Applicant's Name: _____

Applicant's Mailing Address: _____

Location of Variance: Lot: _____ Block: _____ Subdivision: _____

Legal Description: _____

Address of Property (if available): _____

Current Zoning of Property: _____

Owner's Phone Number: _____

Building Permit Denied: ☐ Yes ☐ No

Has a zoning change been requested? ☐ Yes ☐ No

Describe Variance Request (Explain in full): _____

Owner's Signature

Date



APPLICANT'S SUPPORT INFORMATION FOR VARIANCE REQUEST

APPLICANT MUST COMPLETE THE FOLLOWING INFORMATION IN SUPPORT OF VARIANCE REQUEST.
INCOMPLETE APPLICATIONS ARE SUBJECT TO BEING RETURNED TO APPLICANT.

1. What is the specific hardship involved?

(In order to grant a variance, the Board must make written findings that an undue hardship exists.)

2. Was the hardship created beyond the control of the Owner (or previous owners) or is it endemic to the property? Please explain.

3. Does this property differ from other property in the same zone and vicinity as to size, shape, topography, location or surroundings? Please explain.

4. Can reasonably use be made of this property without the variance? Please explain.

Owner's Signature

Date



PRE-DEVELOPMENT MEETING REQUEST

MEETING FEE: \$0.00

Contact's Name: _____

Phone: _____ Email: _____

Owner's Name: _____

Project Name: _____

Project Address: _____

Property ID# _____

REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING:

- ❖ List of attendees and respective responsibilities in the development.
- ❖ List of questions and topics to be discussed.
- ❖ Site location map or tax map indicating the location of the proposed project.
- ❖ Written description of the proposed development
- ❖ Conceptual site plan, sketch, or other graphic information to depict the proposed project, which should include the following at a minimum:
 - o Approximate property boundary information – dimensions of property lines and acreage
 - o Information regarding adjacent roadway(s) – right of way width, pavement type & width
 - o Existing Public Water and Sanitary Sewer Utility Information
 - o Conceptual Site Drainage Plan



PRE-DEVELOPMENT MEETING REQUEST

This application with the required documents, are necessary at least 5 business days before the meeting so City Staff can be prepared. There is no charge for the FIRST pre-development meeting. Submission of required paperwork will be made electronically to Daniel Bourgeois at dbourgeois@cityofboyd.com. The meeting will not be scheduled without submission of required documentation.

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested on this form, and I understand that this meeting does not constitute City review for the purposes of approval or permit issuance. Furthermore, I understand that this is not a development permit application and no permit is expected to be issued as a result of this meeting.

Signature

Date

Print Name