



Planning and Zoning Division
2610 S. Main St.
Stafford TX 77477
281-261-3920
www.staffordtx.gov

VARIANCE, SPECIAL EXCEPTION & APPEALS REQUEST

Application Instructions

Please provide the following items and information requested in the checklist below along with the application found on pages 2-4

A complete application packet with applicable fees must be submitted to the Planning & Zoning Division within 20 days of the decision, determination or interpretation to be considered for the following months meeting.

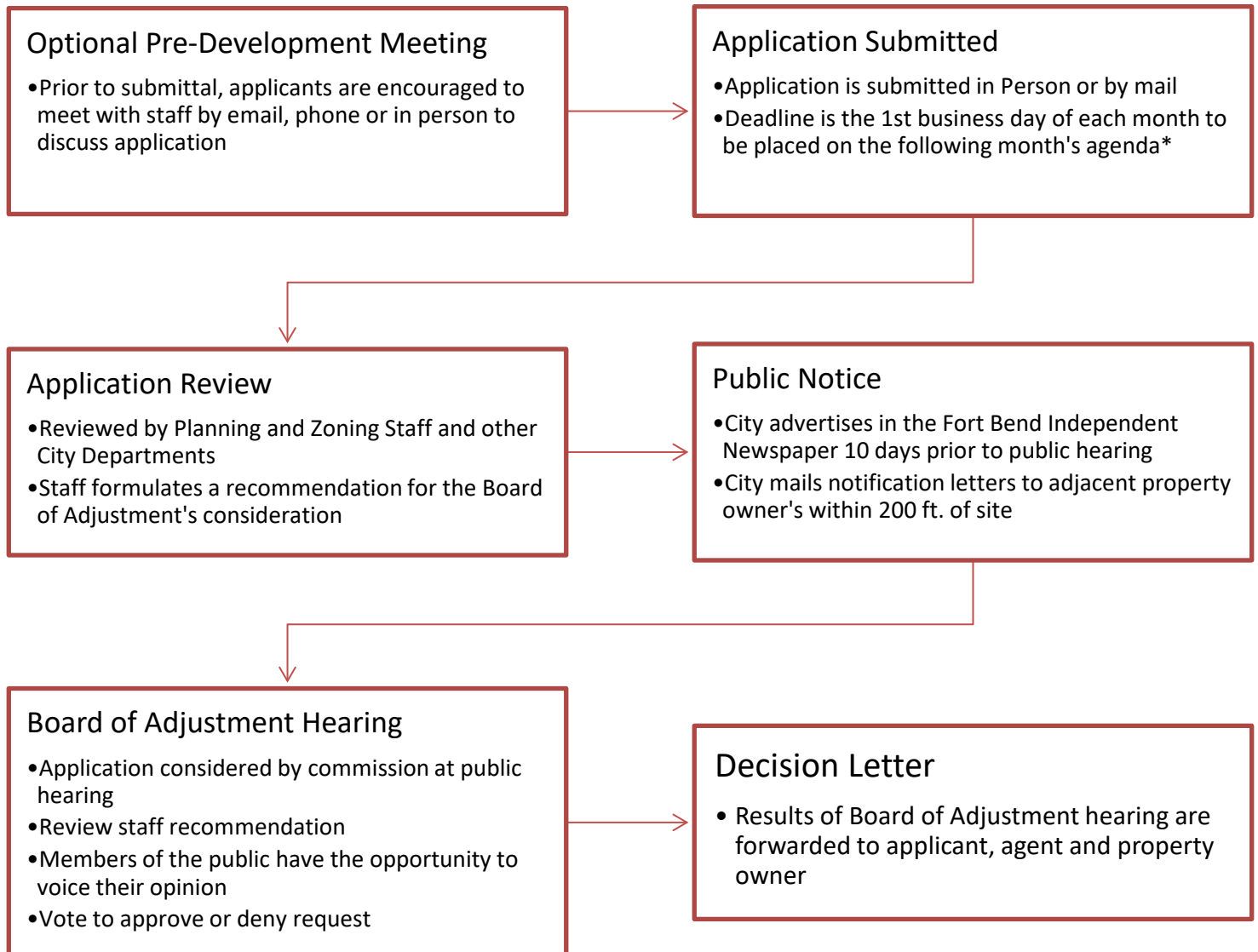
If you have any questions regarding the process or the requests for information, please contact the Planning & Zoning Division.

Application Checklist –

- ☐ Application (Pg. 2 and 3 for variance & special exception. Pg. 2 and 4 for appeal)
- ☐ Acknowledgment Form Signed and Notarized by Property Owner (Pg. 5)
- ☐ Fee Payable to "City of Stafford"- \$1000 non –refundable.
- ☐ Property Survey (Unless concept plan includes current survey information)
- ☐ Aerial Photograph with property outlined
- ☐ Property Deed
- ☐ Legal Description
- ☐ Copy of Deed Restrictions of Property (if applicable)

*All electronically submitted documents must be PDF and the name shall reflect the content of the submitted document.

Variance, Special Exception & Appeals Process



* Appeals shall be filed within 20 days of the decision, determination, or interpretation which is the subject of the appeal.
Comprehensive zoning ordinance section 102-51.9.

VARIANCE, SPECIAL EXCEPTION & APPEAL APPLICATION

SPECIAL NOTICE

Submission of this application does not constitute the granting of approval. All appropriate requirements must be met prior to this project being presented for approval to the appropriate authority. The City of Stafford reserves the right to request additional information to ensure a complete review of this project.

Contact Information

Applicant Information (Property Owner/Developer):

Business Name: _____

Name: _____

Address: _____

(Please use an address that can accept overnight
packages)

Phone: _____

Email: _____

Agent Information:

Business Name: _____

Name: _____

Address: _____

(Please use an address that can accept overnight
packages)

Phone: _____

Email: _____

Please note: both applicant and agent will receive all official correspondence on this project.

Property Information

Address or location: _____

Land Area (Ac. Or Sq. Ft.): _____ Existing Zoning: _____

Will a subdivision plat or replatting be required? Yes No

Existing Use: _____

Pre-Development

Have you held a pre-development meeting with the city about this project?

Have you discussed this proposal with city staff? If yes, what issues were discussed?

VARIANCE & SPECIAL EXCEPTION REQUEST

Refer to the Comprehensive Zoning Ordinance, Section 102-51.6 for details

1. Provide a description of the proposed variance and the Section of the Code of Ordinances from which the variance is requested.

2. Describe the purpose of the proposed variance and the intended development of the subject property.

3. State reasons why the variance will not materially be detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located.

4. State reasons why the variance will not impair an adequate supply of light or air to adjacent property, nor substantially increase the congestion in the public streets, nor increase the danger of fire, or in any way endanger the public health, safety and wellbeing of the neighborhood in which the subject property is located.

5. State the specific hardship imposed on the owner and the reasons why the proposed variance is not self-imposed by the owner.

6. State the reason why the hardship would not be financial alone.

7. Is this variance request located within a Homeowners or Property Owner's Association? If yes, provide letter from the Association stating their position regarding the variance request.

APPEAL OF DECISION BY ADMINISTRATIVE OFFICIAL REQUEST

1. Describe the decision, determination, or interpretation that is the subject of the appeal. Include, the title of the official and provide any documents.
2. Was there an error in the decision, determination or interpretation? If yes, explain
3. Were all the proper procedures followed? If no, explain.
4. Are there any Sections of the Code of Ordinances that may supersede the basis for the decision made by the official?

ACKNOWLEDGMENTS

This application and any application supplement will not be considered complete without the notarized signature of **all property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

Property Owner Signature
Mailing Address: _____

Property Owner Name (Printed)
Phone: _____
If more than one owner, please submit additional pages

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

by _____ who is personally known to me or who has produced
_____ as identification.

Signature of Notary

Type or Print Name of Notary

_____ Commission Number (Seal)

(For office use only)

INTAKE REVIEWER - SIGNATURE

DATE