

Application Type (CHECK ONE)

Interpretation Request

Variance Request

Special Exception

General Appeal

Applicant Information

Key Contact Name: _____ Telephone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Contact Status: Owner Prospective Buyer Tenant Representative

Owners Name: _____ Telephone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Ownership Status: Individual Trust Partnership

Applicant Signature: _____ Owner Signature: _____

Property Information

Site Location: _____

Site Street Address: _____

Subdivision*: _____ Block #: _____ Lot #: _____

Present Zoning: _____ Present Land Use: _____

Requested Specific Use Permit: _____ Requested Planned Development District: _____

Status of Project Proposed Under Construction Existing

Have you applied for a building permit: Yes No

Has any appeal or petition been filed on this property before? No Yes If Yes, Date: _____

Request Information

Please answer the following questions as completely as possible. Failure to fully outline the situation by answering these questions could cause unnecessary delay in evaluating your appeal

1. Fully explain the unique conditions or circumstances that exist which are peculiar to your land, structure, or building involved that make this request necessary:

2. Do similar conditions exist in the area? Explain:

3. Describe how the unique conditions or circumstances do not result from your actions:

Request Information, Continued

4. Are other property owners in your area aware of your request?

5. Is there any way to do what you want without this request?

Notary Statement (All signatures must be notarized)

Before me, the undersigned authority, on this day personally appeared _____
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that
he/she executed the same for the purposes and consideration expressed and, in the capacity, therein stated

Given under my hand and seal office _____

Seal:

On this _____ day of _____, 20____.

Notary Public in and for the State of Texas. My Commission Expires: _____

Acknowledgments

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Zoning Board of Adjustment hearing. I understand that in the event that I am not present or represented at the public hearing, the Board shall have the power to dismiss this proposal either at the call of the case or after the hearing, and that such dismissal shall constitute a denial. I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the Planning Division, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Board hearing shall constitute a denial by the Board. I understand the filing fee is not refundable upon withdrawal of the proposal after public notice.

Applicant Signature

Owner Signature

Property owner must sign the application or submit a notarized letter of authorization. Please review the acknowledgement prior to signing this application.

For Office Use Only

Application Date:

Planning and Zoning Hearing:

Fee:

Case No:

City Council Hearing:



Items for Submittal:

For Staff Review Submit 3 copies of the following

1. 24" x 36" recorded plat or survey by a registered surveyor (for unplatted property)
Including Meets & Bounds description.
2. For any construction design standards variance additionally submit:
 - a. 24" x 36" site plan/development plan



Fee Schedule

Varince Fees:

Variance Fees:

\$600