



Project # _____
(to be assigned by City staff)

APPLICATION TYPE: **VARIANCE**

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. **The applicant has the burden of proof for establishing whether the conditions for a variance are met.** See the appropriate check list and fee schedule for minimum requirements. Incomplete applications will not be processed.

There is a \$250 non-refundable filing fee for any variance request. The following are **not** considered hardships which can be relieved through variance appeal: self-created hardships, personal hardships, or financial hardships.

Property Information

Please attach a map showing your property location.

Project Name _____ Legal Description _____
Project Address _____
Project _____
Description _____
Gross Acreage _____

Applicant & Owner Information

Applicant Name _____ Company _____
Owner Address _____ Telephone No _____
City, State, Zip _____ Email _____

Applicant Status (check one) ☐ **Owner** ☐ **Representative*** ☐ **Tenant** ☐ **Prospective Buyer**

Property Owner _____ Telephone No _____
Address _____ Email _____
City, State, Zip _____

Information Required for Variance Requests

Zoning: _____

Requirement for which a variance is requested (include section of city code): _____

On the following page, please provide a description of your variance request, including a description of the hardship. Use additional pages as needed.

Please note the Zoning Board of Adjustment shall not grant a variance unless it finds all of the following to be true.

- a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;
- b. Literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter;
- c. The special conditions and circumstances do not result from the actions of the applicant;
- d. Granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district;
- e. The reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure; and
- f. The granting of the variance will be in harmony with the general purpose and intent of this chapter, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

It is the applicant’s responsibility to provide sufficient information to allow the ZBOA to grant a variance.

SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE YOUR NAME) SIGNATURE:_____DATE:_____ SIGNATURE OF PROPERTY OWNER: SIGNATURE_____DATE:_____ (Letter of authorization required if signature is other than property owner) **The property owner must sign the application or submit a notarized letter of authorization.	For City's Use Only MyGov Project # _____ Date submitted: _____ Total Fee \$ _____ Paid by: ☐ check # _____ ☐ credit card ☐ cash Accepted By: _____

Planning & Development Staff

STAFF	DEPARTMENT	PHONE	EMAIL
Rachel Roberts	Planning & Development Director	817-297-2201 ext 3030	rroberts@ci.crowley.tx.us
Kevin Davis	Building Inspector	817-297-2201 ext 3020	
Claude Scally	Fire Marshal	317-297-2201 ext 5220	cscally@ci.crowley.tx.us
Mike Rocamontes	Director of Public Works	817-297-2201 ext 3290	mrocamontes@ci.crowley.tx.us
Whitney Beatty	Permit Clerk	817-297-2201 ext 3000	permits@ci.crowley.tx.us

This page is for the applicant's reference. Do not include this page with your application.