



Received on/by:

Date, initials

**Application For An
Alternative Standard/Special Exception/Variance/Waiver**

Project Name: _____

Project Address/Legal Description: _____

Project Applicant Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Owner's Name (if different from Applicant): _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Type of Application (check box):

Alternative Standard
Special Exception

Variance
Waiver

Description of request & reference to section of the Code of Ordinances applicable to request: _____

Description of the hardship or reasons the Alternative Standard/Special Exception/Variance/Waiver is being requested: _____

Description of how the project exceeds Code requirements to mitigate or offset the effects of the proposed alternative standard/special exception/variance/waiver: _____

Submittal Checklist:

- ☐ Signed and Completed Application
 - ☐ Required Fee Paid \$_____
- reference online **Master Fee Schedule** for more details*

- ☐ Billing Contact Form

Exhibits

- ☐ Photographs
- ☐ Map/Site Plan
- ☐ Architectural Elevation
- ☐ Other: _____

*Upon submittal of application, a Public Notice sign is **required** to be displayed at the project property within 48 hours (exceptions apply in cases of signage, lighting, exterior design and landscaping applications). Signs can be picked up at the City Offices for a deposit fee of \$100. Once a permit has been issued, signs in good condition can be returned for a \$75 refund.*

- ☐ Pick up Public Notice Sign, \$100 deposit

All required items and information (including all applicable above listed exhibits and fees) must be received by the City in order for an application and request to be considered complete.

Incomplete submissions will not be reviewed or scheduled for any further action until all deficient items or information has been received. By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:

Signature of Applicant

Date

Signature of Owner (or attached letter of consent)

Date

The undersigned, hereby confirms that he/she/it is the owner of the above described real property and further, that _____ is authorized to act as my agent and representative with respect to this Application and the City's conditional use permit process. (As recorded in the Hays County Property Deed Records, Vol. _____, Pg. _____.)

Name

Title

STATE OF TEXAS §
 §
COUNTY OF HAYS §

This instrument was acknowledged before me on the ____ day of _____,
202____ by _____.

Notary Public, State of Texas

My Commission Expires: _____

Name of Applicant