



Development Services Department

Variance Request (to Subdivision Ordinance Ch.23)

Application Fee: \$300.00

Property Owners Information

Name: _____

Telephone Number: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Information

Name: _____

Telephone Number: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Agent or Engineer Information

Name: _____

Telephone Number: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Site Information

Street Address: _____

Legal Description (please include a metes and bounds description if not subdivided): _____

Subdivision: _____ Block: _____ Lot(s): _____

Existing zoning designation: _____

Section of the code from which variance is described: _____

Describe variance requested (amount): _____

Reasons for requesting the variance: _____

Minimum Submittal Checklist

- Site plan showing: all existing and proposed structures, the distances between each, the distances to all property lines, and easements, if applicable
- \$300 application fee paid
- Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request
- Cover letter addressed to City Council explaining what is being requested and the reason(s) why the applicant is requesting a variance.

Signature

I hereby certify that the information on this form is **COMPLETE, TRUE, and CORRECT** and the under signed is authorized to make this application concerning the above described property. I understand that submitting this application does not constitute approval and incomplete applications will result in delays and possible denial. I further request that the Planning & Zoning Commission/Board of Adjustment/Plan Review Committee review this matter and take appropriate action.

X

Signature of Applicant Date

X

Signature of Owner Date

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

NOTES:

