

VARIANCE, APPEAL, & SPECIAL EXCEPTION

<u>Applicant</u>	<u>Property Owner</u>		
Name: _____	_____		
Organization: _____	_____		
Mailing Address: _____	_____		
City, State, Zip: _____	_____		
Phone Number: _____	_____		
Email Address: _____	_____		
Signatures: _____	_____		
<u>Property Description:</u>			
Street Address: _____			
Legal Description: _____ (Separate attachment accepted)			
Dimensions of Lot: _____			
Frontage	Depth	Square Feet	Acreage
Parcel ID: _____ (6 Digits)		Zoning District: _____	
Present Land Use: _____		Proposed Land Use: _____	
Existing Building on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No		Year Built _____	S.F of Building _____
Is a portion of property located in: <input type="checkbox"/> Floodplain <input type="checkbox"/> CBD			
<u>To Be Completed By Staff:</u>			
Case Name: _____		Case Manager: _____	
Date Received: _____		Submittal Completion Date: _____	
PH Notice sent to Pflag: _____		PH Notice appears in Pflag: _____	
BOA Meeting Date: _____		Record of Action: _____	

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Request For: (Check one) VARIANCE APPEAL SPECIAL EXCEPTION

Filing Fee: \$ _____
 + \$15.00 Technology Fee
 = \$ _____

Fee Schedule

\$275 minimum Application Fee, plus \$15 Technology Fee
 Each additional Variance = \$125 additional Fee
Applicant shall be responsible for any recordation fees per County's Recordation Fee Schedule

Submittal Requirements:

- _____ 1. **A receipt or tax certificate** from the Travis County Tax Assessor/Collector indicating that the property taxes on the subject property are current.
- _____ 2. **A Site Plan no larger than 11x17 (Scaled drawing and include the following :)**
 - a. North Arrow, Scale, and Property lines
 - b. Adjacent streets (names), alleys and sidewalks
 - c. Existing setbacks and proposed setbacks
 - d. Public or private easements
 - e. Location of Floodplain, if necessary
 - f. Location of existing and proposed structures, additions or other improvements
 - g. Location of existing and proposed drives and parking
 - h. Dimensions of existing and proposed improvements
 - i. Elevation and dimensioned drawings of proposed building, signs, or other improvements
- _____ 3. **Images, graphics, letters, and etc.** (If applicable)
- _____ 4. **In a typed response, please answer the following questions, as evidence that the request complies with the conditions required for approval of a Variance.**
 - a. Variance request pertains to Section _____ of the Unified Development Code.
 - b. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance referenced above, including dates where applicable.
 - c. Describe the action you would like the Board of Adjustment to take in reference to this application.
 - d. Explain how the Variance request is not contrary to the public interest.
 - e. Due to special conditions, how would literal enforcement of the ordinance result in unnecessary hardship?
 - f. Explain how the spirit of the ordinance and substantial justice will be observed if the Variance is granted.

Additional Information:

- Applications submitted after the deadline will be processed for the next available scheduled meeting. (see page 6 for filing deadlines)
- Incomplete or illegible application will not be accepted.
- You will be notified by email, fax, or mail of the meeting. The Applicant is required to attend the meeting and bring documents, pictures, and drawings to the meeting.
- Signs will be placed on the subject property stating an application has been submitted. These signs must remain on the subject property until after the meeting. The City will remove the signs at the appropriate time.

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Variance Criteria

A variance from provisions in the Unified Development Code (except permitted uses and procedural requirements) may be authorized when it will not be contrary to the public interest, when literal enforcement of the ordinance would result in unnecessary hardship due to special conditions, and that the spirit of the ordinance and substantial justice will be observed.

Answer the questions on the following pages, as evidence that the request complies with the conditions required for approval of a variance (extra pages and supplemental illustrations or photographs may be requested by staff)

Requested Zoning Variance:

1. Variance pertains to Section _____ of the Unified Development Code (UDC) which requires...

2. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance reference in Item 1, above, including dates where applicable.

3. Describe the action you would like the Board of Adjustment to take in reference to this application.



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4. The Variance is not contrary to the public interest, because:

5. Literal enforcement of the ordinance would result in unnecessary hardship, due to special conditions, because:

6. The spirit of the ordinance and substantial justice will be observed if the Variance is granted, because:
