



VARIANCE CHECKLIST

The following checklist of requirements is provided to guide submittal preparation. This will be used by the city to insure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Board of Adjustment and Appeals meeting unless the requirements are waived by the Development Services Director.

The board authorizes in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.

Date _____ Printed Preparer's Name _____

Preparer's Signature _____

| Check Off | Requirement |
|-----------|--|
| | APPLICATION SUBMITTAL |
| | Predevelopment meeting held |
| | Fee |
| | Application |
| | Appeal. Previous Ruling Date _____ if applicable. |
| | Checklist |
| | Legal Description (Metes and Bounds with Closure Run if unplatted) |
| | Two 11" x 17" Copies <ul style="list-style-type: none"> • Plat • Site Plan with Dimensions |
| | PDFs of all required documents. |

| Check Off | Requirement |
|-----------|---|
| | <p>Letter of Intent:</p> <p>Describe your request below or in a separate letter if you prefer.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>In exercising its authority under Subsection (a)(3), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship.</p> <p>Please state how your request meets any of these conditions.</p> <p>(1) the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code;</p> <hr/> <hr/> <p>(2) compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;</p> <hr/> <hr/> <p>(3) compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;</p> <hr/> <hr/> |

| Check Off | Requirement |
|-----------|--|
| | <p>(4) compliance would result in the unreasonable encroachment on an adjacent property or easement; or</p> <hr/> <hr/> <p>(5) the municipality considers the structure to be a nonconforming structure.</p> <hr/> <hr/> |