

VARIANCE CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

The Board of Adjustment may hear and permit variances or modifications of height, yard, area, coverage, and parking regulations subject to finding the variance meets all four of the following criteria:

1. There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district.
2. That a variance is necessary to permit the applicant the same rights in the use of this property that are presently enjoyed under the Ordinance, by other properties in the vicinity and zone, but which rights are denied to the property on which the application is made.
3. That the granting of the variance on the specific property will not adversely affect the land use pattern as outlined by the Land Use Plan and will not adversely affect any other feature of the Community Structure Plan of the Town of Prosper.
4. That the variance, if granted, will be no material detriment to the public welfare or injury to the use, enjoyment or value of property in the vicinity.

An application for a variance shall be accompanied by the following materials:

- Three (3) copies of a 24" x 36" exhibit (Exhibit A) showing the variance being requested.
- A compact disc (CD) with .dwg and .pdf files of all exhibits and photos.
- A list of the above criteria and an explanation of how the request satisfies each of the criteria.
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet
- A survey of the subject property showing property dimensions, building locations, setback dimensions, and other applicable information
- Photos or additional information as requested by the Town to clarify the variance request.

Preparer's Signature _____