



VARIANCE APPLICATION

Case # _____

Prior to submitting a Variance application, the applicant shall discuss the Variance request with the Development Services Department and is encouraged to meet with adjacent property owners and HOAs.

Name of Subdivision/Development: _____

Survey Name: _____ Abstract #: _____ Tract #: _____

Location of Property: _____ Total Acreage: _____

Present Zoning (w/ acreage if multiple district): _____

Application Fee: \$500.00

Total Fee: _____

Application Materials

- o Letter of Intent describing in detail the request and justification for approval.
- o Three (3) copies of exhibits prepared in accordance with the Variance checklist and other information as requested by Town staff.
- o A compact disc (CD) or flash drive with .pdf files of all plat/plans and exhibits.
- o Application fees
- o Tax statement for the subject property showing no delinquent taxes.
- o Signed Variance Checklist

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

- o I will represent the application myself, or
- o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information

Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20____.

Notary Signature

Notary Seal

Office Use Only

Case # _____ Accepted By: _____ Date _____