



# 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: \$**

Total Fee: \_\_\_\_\_

### Application Materials

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

- I will represent the application myself, or
- 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 \_\_\_\_\_