

VARIANCE CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the variance request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

The Construction Board of Appeals, and/or Board of Adjustment may hear Variances to permit Variances or zoning Variances, including modifications of height, yard, area, coverage, and parking regulations, subject to finding the Variance meets all four of the following criteria:

- Special circumstances are 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 properties in the same area and the same zoning district.
- That a Variance is necessary to permit the applicant the same rights in the use of this property that is 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.
- 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 Comprehensive Plan of the Town of Prosper.
- 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:

- A fully completed application, wither signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner
- A current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see the schedule of fees)
- .dwg and .pdf files of all plat/plans and exhibits

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an “ * ” are required information. Submittals shall be rejected if denoted items are not included.**

- **An exhibit (Exhibit A) showing the Variance being requested***
- **A list of the above criteria and an explanation of how the request satisfies each of the criteria***
- **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 _____