

VARIANCE CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

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:

- 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.
- 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.
- 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.
- 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 \$250.00 application fees
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits
- Three (3) 24" x 36" copies (unbound and folded to 9" x 12") of 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 _____