



TOWN OF HORIZON CITY
 14999 Darrington Road
 Horizon City, Texas 79928
 Phone 915-852-1046 Fax 915-852-1005

VARIANCE REQUEST
APPLICATION

Site Address/Location _____ **Zoned:** _____

Legal Description _____
 (Lot) (Block) (Subdivision Name)

If the legal description of the complete tracts or if plat are not available, the *required* Metes & Bounds Description with a survey map is attached? Yes No

IS THE VARIANCE REQUEST AS A RESULT OF A NOTICE OF VIOLATION? YES NO (IF YES, PLEASE ATTACH COPY)

APPLICANT INFORMATION

APPLICANT _____ **CONTACT:** _____

ADDRESS _____

CITY/STATE _____ **ZIP CODE** _____

EMAIL: _____ **PH. No.** _____ **CELL No.** _____

APPLICANT IS: PROPERTY OWNER TENANT REPRESENTATIVE

Affidavit required for tenants/representative. **Affidavit Attached?** Yes No N/A

PROPERTY OWNER INFORMATION

OWNER'S NAME _____ **CONTACT:** _____

ADDRESS _____

CITY/STATE _____ **ZIP CODE** _____

EMAIL: _____ **PH. No.** _____ **CELL No.** _____

1. VARIANCE REQUEST IS FOR (A): _____
 WHICH IS FOUND TO BE: IN VIOLATION OF ZONING ORDINANCE 0102 NON-COMPLIANT OF ZONING ORDINANCE 0102
 SECTION OF THE TOWN'S ORDINANCE A VARIANCE IS SOUGHT AFTER _____

VARIANCE REQUEST IS FOR (B): _____
 WHICH IS FOUND TO BE: IN VIOLATION OF ZONING ORDINANCE 0102 NON-COMPLIANT OF ZONING ORDINANCE 0102
 SECTION OF THE TOWN'S ORDINANCE A VARIANCE IS SOUGHT AFTER _____

2. DESCRIBE IN DETAIL ANY SPECIAL CONDITIONS YOU BELIEVE WILL RESULT IN UNNECESSARY HARDSHIP TO YOU IN THE TERMS OF THIS ORDINANCE ARE STRICTLY OR LITERALLY ENFORCED. (MAY ATTACH LETTER) _____

3. WHAT OTHER REASONABLE ALTERNATIVE HAVE YOU CONSIDERED? WHY WON'T THESE OTHER OPTIONS ALLEVIATE THE DIFFICULTY OR HARDSHIP THAT YOU THINK EXISTS? (MAY ATTACH LETTER) _____

4. WHY DO YOU BELIEVE YOUR VARIANCE DOES NOT VIOLATE THE INTENT OF THE ZONING ORDINANCE OR THE GOALS OF THE CITY'S COMPREHENSIVE PLAN? (MAY ATTACH LETTER) _____

5. WHY DO YOU BELIEVE YOUR VARIANCE WILL NOT SUBSTANTIALLY INJURE NEIGHBORING PROPERTIES OR INTERFERE WITH THE ENJOYMENT OF THESE PROPERTIES BY THEIR OWNERS? (MAY ATTACHED LETTER) _____

FEE SCHEDULE (NONREFUNDABLE): ORDINANCE NO. 22

RESIDENTIAL: \$75 FOR CONVENING THE BOARD AND \$25 FOR NOTIFICATION OF ADJACENT PROPERTY OWNERS FOR APPEALS.

COMMERCIAL: \$150 FOR CONVENING THE BOARD.

OTHER: APPLICANT WILL BE RESPONSIBLE FOR ALL FEES INCURRED BY THE CITY IN CONNECTION WITH THIS VARIANCE REQUEST WHICH MAY INCLUDE: PUBLICATION, POSTAGE, ENGINEERING FEES AND ATTORNEY FEES. **APPLICANT'S INITIALS** _____

(APPLICANT'S SIGNATURE) _____

(DATE) _____

Application & Submittal Due Date: _____
 BoA Scheduled Date: _____
 Case # _____
 Application Received By: _____
 Date Application Rec'd: _____

REQUIRED SUBMITTALS WITH VARIANCE APPLICATION ARE AS FOLLOWS:

1. **APPLICATION-** EACH ITEM ON THIS APPLICATION SHALL BE COMPLETED AND ALL DOCUMENTATION REQUIRED ON THIS FORM SHALL BE SUBMITTED BEFORE THIS APPLICATION IS SUBMITTED FOR PROCESSING. INDICATE "N/A" ON THE APPLICATION WHEN IT IS NOT-APPLICABLE. SUBMITTAL OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE FOR PROCESSING UNTIL THE PLANNING DEPARTMENT REVIEWS THE APPLICATION FOR ACCURACY AND COMPLETENESS.
2. **AFFIDAVIT-** IF THE APPLICANT IS NOT THE PROPERTY OWNER, THEN AN AFFIDAVIT MUST BE NOTARIZED & SUBMITTED WITH THE APPLICATION.
3. **PLAN REVIEW DETERMINATION FORM -** (ATTACHED AS PAGE 4, SIGNED & DATED BY BUILDING OFFICIAL/DESIGNEE)
4. **LETTER TO THE BOARD OF ADJUSTMENTS REQUESTING CONSIDERATION OF APPLICATION FOR VARIANCE.** PROVIDE SPECIFIC DETAILED INFORMATION OF VARIANCE (S) BEING SOUGHT AFTER. LETTER MAY ADDRESS QUESTIONS 1 THRU 5 OF THE APPLICATION. LETTER MUST INCLUDE SITE ADDRESS AND LEGAL DESCRIPTION OF THE PROPERTY.
5. **SURVEY OF PROPERTY OR METES & BOUNDS** (USUALLY ATTACHED WITH THE PROPERTY CLOSING DOCUMENTS)
6. **GENERALIZED PLOT PLANS-TWO (2) COPIES OF A GENERALIZED PLOT PLAN ON 8 ½" X 11" & (1) DIGITAL COPY ARE REQUIRED WITH THE FOLLOWING INFORMATION:**
 - a) LEGAL DESCRIPTION & STREET ADDRESS FOR THE PROPERTY
 - b) LOCATION AND ARRANGEMENT OF EXISTING STRUCTURES, INCLUDING PROPOSED ADDITIONS OR EXPANSIONS;
 - c) LOCATION AND ARRANGEMENT OF ACCESSORY STRUCTURES OR BUILDINGS;
 - d) LOCATION OF STREETS WITH INGRESS AND EGRESS, INCLUDING CURB CUTS AND DRIVEWAYS;
 - e) SIZE AND USE OF STRUCTURES, INCLUDING NUMBER OF DWELLINGS UNITS;
 - f) LOT LINES WITH DIMENSIONS OF THE AREA;
 - g) REQUIRED YARDS AND SETBACKS;
 - h) UTILITY RIGHT-OF-WAYS AND EASEMENTS;
 - i) SCREENING WALLS OR FENCES, WHERE REQUIRED;
 - j) RETAINING WALLS, WHERE APPLICABLE; AND
 - k) PEDESTRIAN WAYS AND SIDEWALKS
7. **CARPORT/CANOPY STRUCTURAL AND FRAMING PLANS-** IF THE REQUEST IS FOR A CARPORT/CANOPY, STRUCTURAL PLANS, FRAMING PLANS AND ELEVATIONS, DRAWN TO SCALE, SHALL BE SUBMITTED. THE DRAWINGS MUST INDICATE TYPES AND COLORS OF BUILDING MATERIALS TO BE USED IN THE CONSTRUCTION OF SUCH STRUCTURES.
8. **DIGITAL COPIES** OF ALL DRAWINGS, DIAGRAMS, PLOT PLANS, SITE PLANS, AND CONSTRUCTION PLANS
9. **LIST OF ADJACENT PROPERTY OWNERS** (NAMES, ADDRESS) ATTACH A LIST OF NAMES AND ADDRESSES OF ADJACENT LANDOWNERS WITHIN 200 FEET WHO MUST BE NOTIFIED OF THE PUBLIC HEARING FOR THIS APPEAL, 15 DAYS PRIOR TO DATE OF PUBLIC HEARING.
10. **APPLICATION FEE** (SEE REVERSE SIDE FEE SCHEDULE)
11. **SUBMIT ALL REQUIRED ITEMS & DOCUMENTS LISTED ABOVE BY DEADLINE DATE.** IF DEADLINE DATE IS UNKNOWN, PLEASE CONTACT THE TOWN OF HORIZON TO OBTAIN THE MEETING DEADLINE DATE.

NOTICES:

- SOME VARIANCE REQUESTS MAY REQUIRE A SPECIFIC USE PERMITS RECOMMENDATION BY PLANNING & ZONING AND CITY COUNCIL.
- THE BOARD OF ADJUSTMENT REQUIRES THAT THE PROPERTY OWNER OR REPRESENTATIVE BE PRESENT AT THE SCHEDULED PUBLIC HEARING FOR THIS APPLICATION.

PLAN REVIEW DETERMINATION

On _____, _____, the permit application and/or construction documents for the project located at: _____ were reviewed for code compliance. It has been determined that the project as submitted on the construction plans for a permit(s) do not conform to the requirements of the Town's Zoning Ordinance, No. 102, as listed in Section:

_____ (Ordinance Section) _____ (Permit for)

Comments:

_____ (Ordinance Section) _____ (Permit for)

Comments:

Signature of Plan Reviewer

Date

CC: File
Applicant/Developer

Note to applicant:

For a variance request, the applicant must submit this form, which is signed & dated by the plan reviewer with the variance application.