



Case Number: _____

Subdivision Variance Application

The Planning and Zoning Commission may recommend and the City Council may authorize, a variance from these subdivision regulations when, in its opinion, extraordinary hardship will result from requiring strict compliance. For more information, please visit website [here](#).

Property Information

Name of Proposed Development: _____

Project Address and/or Location of Property: _____

Legal Description: Lot: _____ Block: _____

Addition: _____ Tract: _____

Abstract: _____ Survey: _____ Acreage: _____

Zoning: _____ Present Use of Property: _____

Applicant/Owner Information

Applicant: _____

Company: _____

Address: _____

Phone #: _____ E-Mail: _____

Applicant's Signature: _____ Date: _____

Owner: _____

Company: _____

Address: _____

Phone #: _____ E-Mail: _____

Owner's Signature: _____ Date: _____

By signing, the applicant and owner certify that they are the legal owner of record and/or have secured the property owner's permission and have full authority to make this application and/or appeal.



Point of Contact

Point of Contact #1:

Name: _____

Company: _____

Address: _____

Phone #: _____ E-Mail: _____

Point of Contact #2:

Name: _____

Company: _____

Address: _____

Phone #: _____ E-Mail: _____

Departmental Use

Miscellaneous:

Received By _____ Date: _____

Application Fee: _____ Receipt #: _____

Reviewed By: _____

Meeting Information:

Development Review Committee Date: _____

Action Taken: _____

Planning and Zoning Commission Date: _____

Action Taken: _____

City Council Meeting Date: _____

Action Taken: _____

Subdivision Variance Application Details

Has a Previous Application or Appeal Been Filed on Property? Yes () Date: _____ No ()

REQUEST FOR CONSIDERATION OF VARIANCE:

Please detail variance request:

APPLICANT JUSTIFICATION FOR REQUEST:

Please detail justification for request (*please attach additional sheet if necessary*):

The Planning and Zoning Commission may recommend and the City Council may authorize a variance from these subdivision regulations when, in its opinion, the following are met (*staff use only-yes/no*):

1. The Applicant must demonstrate that extraordinary hardship will result from requiring strict compliance:

Yes _____ No _____

2. The Applicant must demonstrate that special circumstances or conditions will influence the subdivision involved.

Yes _____ No _____

3. The Applicant must demonstrate that any hardship is not financial alone.

Yes _____ No _____

Subdivision Variance Application Details

4. The Applicant must demonstrate that there are special circumstances or conditions affecting the land involved, such that the strict application of the provisions of this ordinance would deprive them of the reasonable use of the land:

Yes _____ No _____

5. The Applicant must demonstrate that the variance is necessary for the preservation and enjoyment of their substantial property right:

Yes _____ No _____

6. The Applicant must demonstrate that the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area:

Yes _____ No _____

7. The Applicant must demonstrate that the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this ordinance.

Yes _____ No _____

Subdivision Variance Checklist and Process

Variance Information and Process

Application:

Complete	Yes _____	No _____
Fee	Yes _____	No _____
Signed by Owner of Property	Yes _____	No _____
Signed by Applicant	Yes _____	No _____
Applicant Meets Variance Request Requirements	Yes _____	No _____

City Use:

Development Review Committee Review

Recommendation: Approve _____ Deny _____ Date _____

Planning and Zoning Commission Review

Recommendation: Approve _____ Deny _____ Date _____

In the recommendation of a variance to the City Council, the Planning and Zoning Commission shall submit to Council a letter containing all of the facts and pertinent data (including conditions) upon which the variance has been based on.

Yes _____ No _____

City Council Review

Recommendation: Approve _____ Deny _____ Date _____

Council's findings shall be incorporated into the official minutes of the council meeting.

Yes _____ No _____