

Zoning Variance Requests because of legal requirements may take 30 – 45 days

CITY OF SHAVANO PARK ZONING BOARD OF ADJUSTMENT

VARIANCE REQUEST

APPLICANT:

NAME: _____
ADDRESS: _____
TELEPHONE (S): _____

If applicant does not own the property in question, a letter of authorization from the owner to apply for the request must accompany this application.

APPLICANT'S ZONING VARIANCE REQUEST: _____

It is requested that the Zoning Board of Adjustment:

1) Grant a zoning variance or special exception to Section _____,
Subsection _____, of the City Ordinance relating to:

| | |
|--------------------------|---------------------------|
| _____ Lots | _____ Accessory Buildings |
| _____ Yards | _____ Visual Screens |
| _____ Principal Building | _____ Fences |
| _____ Off-Street Parking | _____ Signs |
| _____ Storage | _____ Sports Courts |
| _____ Pools | _____ Other _____ |

The location and description of the property involved in the zoning variance request is:

Location: _____
Legal Description: _____
Lot Size: _____
Present Improvement of Land: _____

ZONING VARIANCE PROCEDURE CHECKLIST

| | |
|--------------------------|-----------------|
| Applicant's Name: | _____ |
| Applicant's Address: | _____ |
| Application Received On: | _____ by: _____ |

- | | Date Completed |
|--|----------------|
| <input type="checkbox"/> Building permit is applied for and all paperwork is submitted to the Building Inspector for review, approval or denial. | |
| <input type="checkbox"/> Building Inspector reviews plans and determines if plans meet requirements of the City of Shavano Park Code of Ordinances and either approves or denies the permit. | |
| <input type="checkbox"/> If the Building Inspector denies the permit, the <i>section and reason</i> for the denial must be on must be on the <u>Variance Request</u> form. | |
| <input type="checkbox"/> If the permit is denied, the applicant is given a Zoning Board of Adjustments Variance Request form to be filled out and returned with a \$350.00 (non-refundable) variance fee, a lot survey to scale with all current structures and improvements showing topographical elevations. | |
| <input type="checkbox"/> Verification that all pertinent information has been received: Permit _____ Denial _____ Variance Request form _____ Variance Fee _____ Survey _____ Section/Reason for denial _____ | |
| <input type="checkbox"/> Permit Clerk prepares a file and gives it to the City Clerk. The City Clerk contacts the Board of Adjustments Chair to set a public hearing date. | |
| <input type="checkbox"/> Compiles names and addresses of property owners within 200 feet of the requestor's property and mails out notification of the hearing date. | |
| <input type="checkbox"/> City Clerk sends out notification of public hearing to City's paper of record to be published once a week for two consecutive weeks. | |
| <input type="checkbox"/> City Clerk prepares agenda for hearing and posts according to state law requirements. | |
| <input type="checkbox"/> City Clerk notifies the applicant and permit department of the results in writing and keeps original material as permanent record. | |

ORDINANCE 100-03-99

- K. Criteria for Granting Variances: No variance can be granted unless:
1. Such variance will not be contrary to public interest.
 2. Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance sought is located.
 3. Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
 4. Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
 5. Such variance will be in harmony with the spirit and purposes of this Ordinance.
 6. The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to or the result of general conditions in the district in which the property is located.
 7. The variance will not substantially weaken the general purposes of this Ordinance or the regulations herein established for the specified district.
 8. The variance will not adversely affect the public health, safety or welfare of the public.

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The applicant believes that the Zoning Board of Adjustment should approve this request for the following reasons:

Attach a drawing or site plan of the property in question; indicating the proposed request, any dimensions of existing structures on the property as well as of the proposed request and building setbacks and easements that may apply to the property in question.

Has a previous zoning variance application been filed? _____ Yes _____ No

I hereby certify that the preceding information and any supporting documents submitted herewith are true and accurate to the best of my knowledge.

Date

Signature of Applicant

For Office Use Only

Zoning Variance Request No: _____

Fee: _____

Receipt #: _____

Date: _____

Meeting Date: _____

Legal Notice: _____