



## Variance Application

Application must be accurately completed, and accompanied by all required materials at the time of submittal. Incomplete submittals will be returned to the applicant. Development Services cannot guarantee a deadline extension for omitted information or materials.

The following items shall accompany the Application:

- Variance Application Fee. **(First request: \$155.00 Each Additional Request: \$50.00)**
- A copy of the deed(s) to the subject property verifying legal ownership.
- A legible site plan or plot plan of the subject property.
- A letter describing in detail the reason(s) for the request and the hardship on which the request is based.
- Other materials, as appropriate (i.e. photos, drawings, plats, petitions, etc.)

**Please check the appropriate box(es) below to indicate the type of variance requested.**

Subdivision Ordinance Variance

Sign Variance

Driveway Variance

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address or Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Parcel(s) Tax ID#: \_\_\_\_\_

Acreage: \_\_\_\_\_

Land Use: \_\_\_\_\_

### OWNER INFORMATION

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner, check ONE of the following:**

I will represent this application myself; OR

I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

**I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct.**

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**State of Texas:**

**County of \_\_\_\_\_:**

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**State of Texas:**

**County of \_\_\_\_\_:**

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**PROJECT REPRESENTATIVE** *(Complete If Designated By Owner)*

Agent Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**VARIANCE REQUEST:**

I / We, being the legal owner or agent of the property described above, hereby request that the Planning Commission and City Council of the City of Victoria consider the following variance request(s) to the City of Victoria Code of Ordinances:

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**REASON / HARDSHIP FOR THE VARIANCE:**

As noted in the instructions, *you must attach a letter* describing the reasons for the request and the hardship on which the request is based, stating the grounds for the variance and all of the facts relied upon for the case.

**SUBDIVISION ORDINANCE VARIANCE REVIEW CRITERIA:**

In order to recommend approval of a Subdivision Ordinance variance, the Planning Commission must make a finding of hardship by determining that all of the following criteria are met. ***In your attached letter, state how your variance request meets these four criteria. Please note that the hardship cannot be based solely on financial or self-imposed conditions.***

1. The granting of the variance will not be detrimental to the public safety, health, or welfare, or be injurious to surrounding property;
2. The granting of the variance is not based on a hardship which is self-imposed;
3. The hardship is not based solely on the cost of complying with the regulation;
4. The granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this chapter; and
5. There are special or unique circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of the property.