APPLICATION & CHECKLIST – BOARD OF ADJUSTMENT

Variance: _____ _____
(Variance Requested) (Submittal Date)

INSTRUCTIONS:

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.cityofkyle.com) or at city hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. *This checklist is only a guide.*

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department in order for the variance application to be accepted.

____ 1. Letter to Board of Adjustment signed by owner in which written appeal states all facts and circumstances making a variance or special exception necessary.

____ 2. Name and address of property owners within 200 feet of property and from that a location map and key showing the notification boundaries and numbered key listing the names and mailing addresses of those to be notified.

____ 3. Number of property owners to be notified: _____.

____ 4. Two prints of the plan.
Site plan or plot plan of property must include north arrow, scale, dimensions, setbacks, property lines, easements, right-of-way, adjacent streets, and any other information to assist in consideration of request.

____ 5. Photographs and/or drawings to support request.

____ 6. Application fee: $428.06 * 3.62 per acre

____ 7. Findings Statements (see attached)

____ 8. Additional support information: _____

A meeting will be scheduled for the Board of Adjustment after the application has been received and notification requirements have been met.

Variance Application:

1. **Ownership Information:**
   Name of Property Owner _____

   _____

   (If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

   Address: _____

   _____

   Phone: _____

   Fax: _____

   Signed: _____

   Date: _____

2. **Nature of Request**
   The above named applicant hereby requests a variance from the following portion of the City of Kyle Ordinances:

   Ordinance #: _____

   Section: _____

   Current Zoning of Property: _____

   Legal description: _____

   Brief explanation of request: _____

   _____

   _____

   _____

   _____

3. **Agent Information:**

If an agent is representing the owner of the property, please complete the following information:

Agent's Name: _____

Agent's address: _____

_____

Agent's Phone Number: _____

Agent's Fax Number: _____

Agent's Mobile Number: _____

Agent's Email Address: _____

I hereby authorize the person named above to act as my agent in processing this application before the Board of Adjustment of the City of Kyle:

Owner's Signature: _____

Date: _____

4. **The Board of Adjustment must determine the existence of, sufficiency of and weight of evidence supporting the findings below. Therefore, you must complete each applicable Findings Statement as part of your application. Failure to do so may result in your application being rejected as incomplete:**

(A) Reasonable Use:

The zoning regulations applicable to the property do not allow for a reasonable use because:

_____

_____

_____

(B) Hardship:

(1) The hardship for which the variance is requested is unique to the property in that:

_____

_____

_____

(2) The hardship is not general to the area in which the property is located because:

_____

_____

_____

(C) Area Character:

The variance will not alter the character of the area adjacent to the property, will not impair the use adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

_____

_____

_____

Note: The Board cannot grant a variance that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.

I hereby certify that the above information provided to the City of Kyle is true and accurate and that I am the owner of the above described property.

_____

Owner's Signature Date

Do Not Write Below This Line – Staff Will Complete

Hearing Date Before Board of Adjustment: _____

Action: _____