

**APPLICATION TO APPEAR BEFORE THE
ZONING BOARD**

8001 Shin Oak Drive, Live Oak, Tx. 78233
(210)653-9140, ext. 2219

**VARIANCE APPLICATION & FEES: \$500.00 for Pre-Development & \$1,000.00 for
Post Development**

Name of Applicant/Agent: _____

Property Address: _____

Mailing Address: _____

Contact information: Phone: _____ E-Mail: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

(NOTE: If property is not platted, attach a copy of the metes and bounds description and survey/drawing.)

Present Use of Property: _____ Zoning: _____

Describe Variance or Special Exception Request: _____

If the request is a variance, please explain in detail that: (use additional pages if necessary)

(1) There are special circumstances or conditions affecting the land that warrant the variance: _____

(2) The variance is necessary to preserve a substantial property right of the applicant: _____

(3) How will other property in the area or the public in general be affected? _____

(4) An undue hardship exists if the variance is not granted: _____

(5) Granting the variance will be in harmony with the spirit and purpose of the City's regulations: _____

If the request is a special exception:

- Off-site Parking
 Nonconforming Uses/Structures
 Semipublic Parking in Residential

Submittal Checklist:

- Completed application and fee
- Letter of authorization if applicant is not property owner
- Site plan, drawn to scale and no larger than 11"x17", showing all existing and proposed improvements, setbacks from the property lines, and building elevations (if applicable.)
- For off-site parking requests and access plan
- List of property owners within 200 feet of said property (list must include property address, lot and block number for the property within 200 ft. and the mailing address of owner if different.)

(Additional information may be deemed necessary by staff for processing this request.)

Please initial the following important reminder:

APPEARANCE AT MEETINGS

It is strongly advised that the applicant be represented at the hearing. The Board may deny requests for which the applicant or an agent do not appear.

I hereby certify that the information provided is true and correct to the best of my knowledge.

Date: _____

Signed: _____ **Print Name:** _____

Applicant/Agent*

***If signed by an agent, a letter of authorization must be furnished by the property owner.**

FOR OFFICE USE ONLY

Variance CASE NO.: _____

Application Received By: _____ Receipt No: _____ Date: _____

Fee: \$ _____ Zoning: _____ Meeting Date: _____

Variance to Section(s) No.: _____

Checklist: Site Plan _____ Metes & Bounds/Survey _____ Agent Letter: _____

A Variance request will require a Joint Public Hearing of the City Council and Board of Adjustments

Joint Public Submittal Schedule

Joint Public Hearing Date @6:00 pm (Thursday unless Otherwise noted)	Application/Submittal To City Engineer Deadline Date By 4:00 p.m.	Application/Submittal To the City Deadline Date By 4:00 p.m.	Board of Adjustments & City Council Receive Submittals for review	Council Meeting for Final Decision @7:00 p.m. (Fourth Tuesday of every month)
Jan. 25, 2018	Dec. 15, 2017	Dec. 15, 2018	Jan. 18, 2018	Jan. 30, 2018
Feb. 22, 2018	Jan. 15, 2018	Jan. 15, 2018	Feb. 15, 2018	Feb. 27, 2018
Mar. 22, 2018	Feb. 15, 2018	Feb. 15, 2018	Mar. 15, 2018	Mar. 27, 2018
Apr. 19, 2018	Mar. 15, 2018	Mar. 15, 2018	Apr. 12, 2018	Apr. 24, 2018
May 24, 2018	Apr. 16, 2018	Apr. 16, 2018	May 17, 2018	May 29, 2018
Jun 21, 2018	May 14, 2018	May 14, 2018	Jun. 14, 2018	Jun. 26, 2018
July 26, 2018	Jun. 15, 2018	Jun. 15, 2018	July 19, 2018	July 31, 2018
Aug. 23, 2018	July 16, 2018	July 16, 2018	Aug. 16, 2018	Aug. 28, 2018
Sept. 23, 2018	Aug. 15, 2018	Aug. 15, 2018	Sept. 12, 2018	Sept. 25, 2018
Oct. 25, 2018	Sept. 14, 2018	Sept. 14, 2018	Oct. 18, 2018	Oct. 30, 2018
**Nov. 15, 2018	Oct. 15, 2018	Oct. 15, 2018	Nov. 8, 2018	Nov. 20, 2018
Dec Cancelled	*****	*****	*****	*****
Jan. 24, 2019				