

**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.**

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**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**

<b>Joint Public Hearing Date @6:00 pm (Thursday unless Otherwise noted)</b>	<b>Application/Submittal To City Engineer Deadline Date By 4:00 p.m.</b>	<b>Application/Submittal To the City Deadline Date By 4:00 p.m.</b>	<b>Board of Adjustments &amp; City Council Receive Submittals for review</b>	<b>Council Meeting for Final Decision @7:00 p.m. (Fourth Tuesday of every month)</b>
Jan. 24, 2019	Dec. 20, 2018	Dec. 20, 2018	Jan. 17, 2019	Feb. 21, 2019
Feb. 21, 2019	Jan. 15, 2019	Jan. 15, 2019	Feb. 14, 2019	Mar. 25, 2019
Mar. 25, 2019	Feb. 15, 2019	Feb. 15, 2019	Mar. 15, 2018	Apr. 25, 2019
Apr. 25, 2019	Mar. 15, 2019	Mar. 15, 2019	Apr. 12, 2018	May. 23, 2019
May 23, 2019	Apr. 15, 2019	Apr. 15, 2019	May 17, 2018	Jun. 20, 2019
Jun. 20, 2019	May 15, 2019	May 15, 2019	Jun. 14, 2018	Jul. 25, 2019
Jul. 25, 2019	Jun. 15, 2019	Jun. 15, 2019	Jul. 19, 2018	Aug. 19, 2019
Aug. 19, 2019	July 15, 2019	July 15, 2019	Aug. 16, 2018	Sept. 24, 2019
Sept. 24, 2019	Aug. 15, 2019	Aug. 15, 2019	Sept. 12, 2018	Oct. 24, 2019
Oct. 24, 2019	Sept. 15, 2019	Sept. 15, 2019	Oct. 18, 2018	Nov. 15, 2019
Nov. 21, 2019	Oct. 15, 2019	Oct. 15, 2019	Nov. 8, 2018	<b>Dec CANCELLED</b>
<b>***Dec Cancelled</b>	*****	*****	*****	*****
Jan. 23, 2020	Dec. 15, 2019	Dec. 15, 2019	Jan. 16, 2020	Feb. 20, 2020
Feb. 20, 2020	Jan. 15, 2020	Jan. 15, 2020	Feb. 13, 2020	Mar. 26, 2020