

**APPLICATION TO APPEAR BEFORE THE
ZONING BOARD OF ADJUSTMENT
OR THE CITY COUNCIL FOR A
VARIANCE TO THE SIGN CODE**
*8001 Shin Oak Drive, Live Oak, Texas 78233
(210)653-9140, ext. 2219*

VARIANCE APPLICATION & FEES: \$500.00

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, P&Z Commission or Board of Adjustments Joint Public Submittal Schedule

Joint Public Hearing Date @6:00 p.m. (Thursdays unless otherwise noted)	Application/Submittal to City Engineer Deadline date by 4:00 p.m.	Application/Submittal to the City Planning Dept. 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. (Last Tuesday of every month)
January 23, 2020	December 15, 2019	December 15, 2019	January 16, 2020	January 28, 2020
February 20, 2020	January 15, 2020	January 15, 2020	February 13, 2020	February 25, 2020
March 19, 2020	February 15, 2020	February 15, 2020	March 12, 2020	March 31, 2020
April 23, 2020	March 15, 2020	March 15, 2020	April 16, 2020	April 28, 2020
May 21, 2020	April 15, 2020	April 15, 2020	May 14, 2020	May 26, 2020
June 25, 2020	May 15, 2020	May 15, 2020	June 18, 2020	June 30, 2020
July 23, 2020	June 15, 2020	June 15, 2020	July 16, 2020	July 30, 2020
August 20, 2020	July 15, 2020	July 15, 2020	August 13, 2020	August 25, 2020
September 20, 2020	August 15, 2020	August 15, 2020	September 17, 2020	September 25, 2020
October 22, 2020	September 15, 2020	September 15, 2020	October 22, 2020	October 27, 2020
November 19, 2020	October 15, 2020	October 15, 2020	November 12, 2020	November 24, 2020 **
December 17, 2020 **	November 15, 2020	November 15, 2020	December 10, 2020	December 29, 2020
January 21, 2021	December 15, 2020	December 15, 2020	January 14, 2021	January 26, 2021
February 18, 2021	January 15, 2021	January 15, 2021	February 11, 2021	February 26, 2021

- All Planning & Zoning Commission meetings are scheduled on an as need basis.
- Meeting time is subject to change in the event of a Joint Public Hearing (JPH) or Public Hearing (PH) is scheduled in conjunction with the regularly scheduled Planning & Zoning meeting.
- Should a JPH or PH be scheduled the regularly scheduled Planning & Zoning meeting will immediately follow the adjournment of said JPH or PH.
- ** Indicates this meeting has been tentatively cancelled due to the holiday.