



VARIANCE OR APPEAL APPLICATION FOR CITY OF VAN ALSTYNE

For Office Use Only
Project # _____

Revision Date: 12/2015

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Ordinance for Which Variance is Requested *(check the appropriate box)*

- Master Zoning Ordinance or Supplemental Ordinance(s)
- Subdivision Ordinance or Supplemental Ordinance(s)
- Master Building Code or Supplemental Ordinance(s)
- Sign Ordinance or Supplemental Ordinance(s)

General Description of Request *(complete the following)*

Ordinance / Section for Which Variance is Requested _____

Proposed Variance _____

Subject Property Information *(complete the following)*

General Location (street frontage and distance to cross street) _____

Gross Area of Parcel (to the nearest tenth of acre) _____

Please Provide Reason for Variance Request. Explain hardship, other than financial, if any, created by existing ordinance(s).

Items Required with Submittal *(check the appropriate boxes to indicate items submitted with petition)*

The items below must be submitted with the zoning petition unless noted otherwise.

- Completed Application Form (**1 completed original**)
- Petition Fee (*Board of Adjustment Appeal*) Fee Amount \$ _____
- Building Permit Denial Letter (if applicable)
- Applicant's Statement (Completely describe the variance you are requesting and give the reason for the hardship and justification for the variance.)
- Reproducible plans to support the application (**3 copies - 11"x17" or 24"x36"**)
- Proposed Development Stipulations (**1 copy - 8.5"x11"**)

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Owner and Authorization *(sign and notarize)*

Name *(signature required below)* _____
 Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ Fax _____ Email _____

Owner, Check ONE of the following:

- I will represent the application myself; OR
- I hereby designate _____ *(name of project representative)* to act in the capacity as my agent for submittal, processing, 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:**

BEFORE ME, a Notary Public, on this day appeared _____ *(printed owner's name)* the above signed, who, under oath, stated the following: "I hereby certify that I am the owner for the purposes of this application; that all information submitted herein is true and correct."

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

Notary Public in and for the State of Texas

Project Representative *(complete if designated by owner)*

- Purchaser Tenant Preparer of Application
- Other *(specify)* _____

Name _____
 Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ Fax _____ Email _____