



# Development Services Department

## Variance Request (to Appendix A – Zoning)

Application Fee: \$200.00

**Property Owners Information**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Agent or Engineer Information**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Site Information**

Street Address: \_\_\_\_\_

Legal Description (please include a metes and bounds description if not subdivided): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Existing zoning designation: \_\_\_\_\_

Section of the code from which variance is described: \_\_\_\_\_

Describe variance requested (amount): \_\_\_\_\_

Reasons for requesting the variance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Minimum Submittal Checklist**

- Site plan showing: all existing and proposed structures, the distances between each, the distances to all property lines, setbacks and easements.
- \$200 application fee paid
- Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request
- Cover letter addressed to Board of Adjustment explaining what is being requested and the reason(s) why the applicant is requesting a variance. Brenham Code of Ordinances, Appendix A, Part IV, Division 2, Section 1, requires applicant to meet the following requirements (Include how this is in cover letter):
  1. Such modifications are necessary to accommodate appropriate development of a particular parcel of land that is restricted by attributes inherent in the land such as area, shape or slope to the extent that it cannot otherwise be appropriately developed.
  2. The granting of the variance will not be materially detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, nor substantially increase the congestion in the public streets, nor increase the danger of fire, or in any way endanger the public health, safety and well-being of the neighborhood in which the subject property is located.
  3. The literal enforcement of the ordinance would work on unnecessary hardship.
  4. The piece of property is unique and contains properties or attributes not common to other similarly situated properties.
  5. The need for the variance was not created by the applicant.
  6. The hardship to be suffered through the literal enforcement of the ordinance would not be financial alone.
  7. The granting of the variance would not be injurious to the public health, safety and welfare or defeat the intent of the philosophy contained in the zoning ordinance.

**Signature**

**I hereby certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application concerning the above described property. I understand that submitting this application does not constitute approval and incomplete applications will result in delays and possible denial. I further request that the Planning & Zoning Commission/Board of Adjustment/Plan Review Committee review this matter and take appropriate action.**

**X**  
\_\_\_\_\_  
**Signature of Applicant** **Date**

**X**  
\_\_\_\_\_  
**Signature of Owner** **Date**

**FOR OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_