



ZONING BOARD OF ADJUSTMENT VARIANCE APPLICATION

Development Services
305 N. Arch St.
Royse City, TX 75189
Phone: (972) 524-4832/4823

Applicant Information:

1. Applicant/Agent Name:

Address:

City: State: Zip:

Email Address:

Cell Phone #: Home/Work #:

2. Property Owner(s) Name:

Address:

City: State: Zip:

Cell Phone #: Home/Work #:

3. Property Street Address:

Lot: Block: Subdivision:

If available, please attach a survey of the subject property.

4. List the pertinent section(s) of the ordinance and indicate the specific variance being requested. If necessary, use a separate sheet.

5. State the grounds for the request in detail and special conditions which cause hardships that in your opinion justify the variance(s) or special exception(s) you are requesting. Examples of special conditions are: hills, valleys, creeks, power poles, elevations, irregular lot or tract shapes, etc. The Zoning Board of Adjustment must determine a special condition or conditions exist(s) before making a motion to approve a request. If it is determined that no special condition exists, the motion must be to deny the request.

6. Explain any unique circumstances, if applicable, not considered by the ordinance. Example: If the ordinance was amended or a policy change was adopted after the process.

7. **Attach a detailed diagram of the site drawn to scale, and any other drawings or pictures necessary to help explain the case to the Board. Show on the diagram all easements, building lines, encroachments, and the variance(s) requested. The requested variance(s) should be quantified by an appropriate measurement (distance, percentage, etc.)**

VARIANCE REQUEST DOCUMENT SUBMITTAL CHECKLIST

This checklist describes the minimum documents required for a variance request submittal. The application packet will be considered incomplete until all of the following items are submitted.

ITEM CHECK

1. Building permit application: Applicants **MUST** to provide documents of denial
2. Completed application for a variance. The Application for a Variance is furnished in this packet of information. All necessary documents shall be submitted to the Planning and Zoning Officer. Written authorization from the owner shall be furnished when the applicant is not the owner of record.
3. Filing Fee - \$200
4. Property Map - The applicant shall furnish a copy of a map or recent survey of the property showing the property under consideration. A copy of a subdivision plat, or a copy of a property survey less than two years old, will satisfy this requirement.

IMPORTANT NOTE: ALL APPLICANTS OR THEIR REPRESENTATIVE MUST BE PRESENT AT THE SCHEDULED PUBLIC HEARING TO PRESENT THEIR CASE.