

**APPLICATION TO APPEAR BEFORE THE ZONING BOARD OF ADJUSTMENT OR
THE CITY COUNCIL FOR A CONTINUANCE OF A NONCONFORMING USE**

*8001 Shin Oak Drive, Live Oak, Texas 78233
(210)653-9140, ext. 2219*

NONCONFORMING USE APPLICATION (VARIANCE) 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 the purpose of Request: _____

Please explain in detail that: (use additional pages if necessary)

(1) There are special circumstances or conditions affecting the land that warrant the request: _____

(2) The continuance request 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 continuance is not granted: _____

(5) Granting the continuance will be in harmony with the spirit and purpose of the City's regulations: _____

If the request is a Continuance of a Nonconforming Use of:

- 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

CONTINUANCE 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 Continuance of a Nonconforming Use request will require a Joint Public Hearing of the City Council and 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/PZ & City Council Receive submittals for review | Council Meeting for final decision #7:00 p.m. (Last Tuesday of every month) |
|--|--|--|---|--|
| 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 23, 2021 |
| March 25, 2021 | February 15, 2021 | February 15, 2021 | March 18, 2021 | March 30, 2021 |
| April 22, 2021 | March 15, 2021 | March 15, 2021 | April 15, 2021 | April 27, 2021 |
| May 20, 2021 | April 15, 2021 | April 15, 2021 | May 13, 2021 | May 25, 2021 |
| June 24, 2021 | May 15, 2021 | May 15, 2021 | June 17, 2021 | June 29, 2021 |
| July 22, 2021 | June 15, 2021 | June 15, 2021 | July 15, 2021 | July 27, 2021 |
| August 26, 2021 | July 15, 2021 | July 15, 2021 | August 19, 2021 | August 31, 2021 |
| September 23, 2021 | August 15, 2021 | August 15, 2021 | September 16, 2021 | September 27, 2021 |
| October 21, 2021 | September 15, 2021 | September 15, 2021 | October 14, 2021 | October 26, 2021 |
| November 18, 2021 ** | October 15, 2021 | October 15, 2021 | November 11, 2021 | November 30, 2021 ** |
| December 16, 2021 ** | November 15, 2021 | November 15, 2021 | December 9, 2021 | December 28, 2021 |
| January 20, 2022 | December 15, 2021 | December 15, 2021 | January 13, 2022 | January 25, 2022 |
| February 17, 2022 | January 15, 2022 | January 15, 2022 | February 10, 2022 | February 22, 2022 |

- All BOA 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 BOA meeting.
- **** Indicates this meeting has been tentatively cancelled due to the holiday.**