

**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:** \_\_\_\_\_

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**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: \_\_\_\_\_

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(2) The variance is necessary to preserve a substantial property right of the applicant: \_\_\_\_\_

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(3) How will other property in the area or the public in general be affected? \_\_\_\_\_

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(4) An undue hardship exists if the variance is not granted: \_\_\_\_\_

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(5) Granting the variance will be in harmony with the spirit and purpose of the City's regulations: \_\_\_\_\_

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**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.**

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**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/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
<b>November 18, 2021 **</b>	<b>October 15, 2021</b>	<b>October 15, 2021</b>	<b>November 11, 2021</b>	<b>November 30, 2021 **</b>
<b>December 16, 2021 **</b>	<b>November 15, 2021</b>	<b>November 15, 2021</b>	<b>December 9, 2021</b>	<b>December 28, 2021</b>
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 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.**