

CASE #

DATE SUBMITTED: _____

**CITY OF ST. HEDWIG
APPLICATION TO BOARD OF ADJUSTMENT FOR VARIANCE**

(PLEASE PRINT OR TYPE)

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ RESIDENCE: _____ BUSINESS: _____

STATUS OF APPLICANT: OWNER: _____ AGENT: _____ (IF AGENT, ATTACH LETTER OF AUTHORIZATION.)

PROPERTY DESCRIPTION

PHYSICAL ADDRESS: _____ LEGAL DESCRIPTION: _____

CURRENT ZONING: _____ PROPOSED ZONING: _____

EXISTING USE: _____ PROPOSED USE: _____

ACRES/SQ. FT.: _____ DOES OWNER OWN ADJACENT PROPERTIES?

REQUESTED BOARD ACTION: SPECIAL EXCEPTION: _____ VARIANCE: _____

PURPOSE OF REQUEST: _____ (SEE ATTACHED SHEET FOR JUSTIFICATION ON GRANTING A VARIANCE. IF ADDITIONAL SPACE IS NEEDED FOR A SUMMARY OF REASON FOR REQUEST, ATTACH AN ADDITIONAL TYPED OR PRINTED SHEET.)

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a variance or special exception does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of property.

APPLICANT'S SIGNATURE

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, a Notary Public in and for the State of Texas, on this date personally appeared who duly states that all facts in this application are true to the best of his knowledge.

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

NOTARY PUBLIC

APPLICATION FOR VARIANCE

INSTRUCTION SHEET

1. Complete the application form.
2. **Include the nature and effect of the proposed variance on the application form or an attachment.**
3. Include an approved plat. In lieu of such a plat, a map showing the site plan and all structures, and all public and private rights-of-way and easements bounding and intersecting the property under consideration would be accepted.
4. Include a list of all property owners within five hundred feet (500') of the property under consideration.
5. A fee in the amount of \$75.00 must accompany the application. It must be in the form of certified or cashier's check payable to the City of St. Hedwig.
6. In the event the variance is **denied** by the Board of Adjustments, the only other recourse is to file a petition with District Court.
7. The Board of Adjustment meets as needed; on a case by case basis.

Note: The approximate processing time is four to six weeks from the time we receive your completed submittal.