



ZONING VARIANCE APPLICATION

- 1) Owner/Applicant: _____
Phone: (____) _____ Email: _____
Address: _____
Street City Zip
Name of Agent (If Any): _____
Phone: (____) _____ Email: _____
Address: _____
Street City Zip
- 2) Applicant's interest in property (owner, tenant other): _____
- 3) Present use of property: _____
- 4) Proposed use of property: _____
Property location: _____
Legal description: _____

- 5) Current zoning: _____
- 6) Adjacent Zoning and Land Use:

Land Use	Zoning
North _____	_____
South _____	_____
East _____	_____
West _____	_____
- 7) The variance requested is from section _____ which requires that:

- 8) Explanation of the request for a variance: _____

- 9) Provide a drawing to support the request and include the property lines of the application area, existing and proposed structures, appropriate dimensions, and any other information that would be helpful to the Board in evaluating the request.

The owner/applicant/agent hereby declares that all information above is true to the best of his/her knowledge, that all conditions and standards set out in the Zoning Regulations pertaining to this use have been met or have been proposed to be met, and that along with this application sketch maps, drawings or survey and the appropriate filing fee have been submitted.

Owner/Applicant Signature: _____ Date: _____

Authorized Agent Signature: _____ Date: _____

(Applicant or his legal representative must be present at the hearing, or the matter will be tabled.)

Disclaimer: This permit was reviewed and considered based upon the information presented at the time of the hearing. If any of the information presented for consideration in determining the granting of this permit is incorrect or false, this permit becomes null and void.



-----**FOR OFFICIAL USE ONLY**-----

Case No: _____
Date Received: _____
Fee: _____
Paid: _____
Receipt #: _____
Received by: _____

Date Published: _____

Public Hearing Date: _____

Board of Appeals findings on each of the five statutory conditions:

A request for a variance may be granted, upon a finding of the Board that **ALL** of the following conditions have been met. The Board shall make a determination on each condition, and the finding shall be entered in the record.

- ____ 1) The variance requested arises from such a condition, which is unique to the property in question and which is not ordinarily found in the same zone or district, and is not created by an action or actions of the property owner or applicant.
- ____ 2) The granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents
- ____ 3) The strict application of the provisions of the zoning regulations, of which the variance is requested, which will constitute unnecessary hardship upon the property owner represented in the application.
- ____ 4) The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.
- ____ 5) The granting of the variance desired will not be opposed to the general spirit and intent of the zoning regulations.

BOARD ACTION: Approve OR Disapprove

Date: _____

Restrictions imposed:

Notice of action transmitted to:

Applicant (date): _____

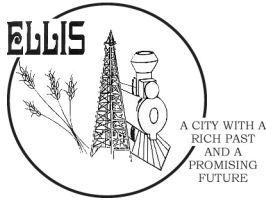
Building Official (date): _____

Planning Commission Date: _____

City Council Date: _____

Chairman: _____

Secretary: _____



**List of Documents for
Re-Zoning/Variances/Conditional Use Permits**
(To be given to applicant with application package)

- ___1. Proof of Ownership (deed/title insurance/real estate contract may be used for seller/buyer transactions, but current owner or designated representative must apply.)
- ___2. Written description of proposed use of the land to include size and footprint of buildings, the setbacks requested or existing, any roads to be constructed and proposed access to the property.
- ___3. Approval from the appropriate entity for ingress/egress on city, county, or state roads and highways.
- ___4. Site plan to include all footprint measurements of the lot, all buildings and requested or existing setbacks.

The above documents must be turned in to the city no later than 30 days before a scheduled public hearing. No major deviation from the original plan shall be permitted once submitted. Minor deviations (insignificant adjustments) may be approved by the zoning officer if submitted at least 10 days before the hearing.

Zoning Administrator shall do a synopsis of the project and how it does or does not meet all requirements.

Variations of the code shall not be reviewed at the same meetings/application as zoning changes. Zoning is approved or remanded back to PCBZA Board for reconsideration by council, and variations are approved by the Board of Appeals. Once Council has approved the zoning change, then applicant/new owner may apply for any variations required.

**PCBZA
Public Hearing Meeting Procedure**

Case # of 1st submission

- Chairman opens public hearing, stating type of permit requested and noting the time the hearing is opened.
 - Motion to Open Public Hearing for _____.
 - Staff Report on _____ Permit/Plan.
 - Questions from Committee to Staff.
 - Presentation by Applicant.
 - Opportunity for Public to speak.
 - Applicant Rebuttal.
 - Questions from Committee to Applicant, Public, or Staff.
 - Motion to Close Public Hearing.
- Chairman closes public hearing, noting the time the hearing is closed. All comments from the public cease.
- Committee now completes the Findings of Fact in accordance with action taken.
- Committee takes action upon request.
- Motion for Committee Representative to approve request as present or if required to present to City of Ellis Council after the Protest Period has expired.