APPLICATION TO APPEAR BEFORE THE ZONING BOARD OF ADJUSTMENT

Planning and Community Development
424 S. Castell Avenue, New Braunfels TX 78130
(830) 221-4050

APPLICATION FEES: $200 plus $50 for each variance or special exception sought

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:_____

_____

_____

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:_____

_____

_____

(2) The variance 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 variance is not granted:_____

_____

_____

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

_____

_____

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, access plan and parking agreement per **Section 2.2-4(b)**

(Additional information may be deemed necessary by staff for processing this request.)

Please initial the following important reminders:

_____ **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.

_____ **NOTIFICATION SIGNS**

Public hearing notification signs must be placed on the property at least 15 days prior to the meeting, or the hearing cannot legally be held. The variance notification signs are **$15.00 per sign**. One sign is required for the first 100 feet of frontage and an additional sign for every 200 feet or fraction thereof.

The applicant is responsible for:

1. Picking up and placing the signs at least **15 days prior to the hearing date**;
2. Ensuring that the signs remain on the property throughout the variance process; and
3. Removing the signs after the final action by the Zoning Board of Adjustment.

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 **CASE NO.:** _____

Application Received By:_____Receipt No:_____ Date: _____

Fee: $_____Zoning: _____Meeting Date: _____

Signs: Date issued: _____Number of signs issued: _____

Variance to Section(s) No.: _____

Checklist: Site Plan _____ Metes & Bounds/Survey _____ Agent Letter: _____

Sec. 144-2.2. Zoning board of adjustment (ZBA).

2.2-3. *Variances.*

(a) *Authority.* The ZBA may authorize a variance from these regulations only upon finding:

(1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of land;

(2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;

(3) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area;

(4) That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this chapter;

(5) That an undue hardship exists; and

(6) That the granting of a variance will be in harmony with the spirit and purpose of these regulations.

A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege in developing a parcel of land not permitted by this chapter to other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

2013
ZONING BOARD OF ADJUSTMENT
AND
ACCESS MANAGEMENT BOARD OF ADJUSTMENT
MEETING CALENDAR - REVISED

Council Chambers - 6:00 p.m.

Meeting Date (Thursday)	**Application Deadline**	**Last Date Variance Signs Must Be Placed On Property**	**Mail Notices To Property Owners & Applicant**	**Send Agendas To Board Members and Press**
January 24	December 28, 2012	January 9	January 11	January 16
February 28	February 1	February 13	February 15	February 22
March 28	March 1	March 13	March 15	March 22
April 25	March 28	April 10	April 12	April 19
May 23	April 26	May 8	May 10	May 17
June 27	May 31	June 12	June 14	June 21
July 25	June 28	July 10	July 12	July 19
August 22	July 26	August 7	August 9	August 16
September 19*	August 23	September 4	September 6	September 13
October 24	September 26	October 9	October 11	October 18
November 21**	October 25	November 6	November 8	November 15
December 19***	November 22	December 4	December 6	December 13
January 23, 2014	December 27, 2013	January 8, 2014	January 10, 2014	January 17, 2014

* September meeting is one week earlier due to Fair Day.
** November meeting is one week earlier due to Thanksgiving Holidays.
*** December meeting is one week earlier due to Christmas Holidays.

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