



### VARIANCE APPLICATION

Date of Request: \_\_\_\_\_

**Owner Information:**

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Agent/Applicant:** (If different than Property Owner)

Agent/Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Information:**

Property Address/Location: \_\_\_\_\_  
Legal Description: Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Lot Dimension: \_\_\_\_\_ X \_\_\_\_\_ Current Zone: \_\_\_\_\_

**Description of Variance Request:**

Variance to Section: \_\_\_\_\_ of the Code of Ordinances, which requires: \_\_\_\_\_  
\_\_\_\_\_

Detailed Description of Proposed Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check One of the Following:**

- I will represent the application myself; or
- I hereby designate \_\_\_\_\_ (name of agent) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated agent shall be the primary contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

*I hereby certify that I am the owner of the property. I further certify that the information provided on this application is true and correct.*

*I understand that this request must go forward to the Planning & Zoning Commission with further review with City Council before a final decision will be presented to me.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Applicant Signature (if not owner): \_\_\_\_\_ Date: \_\_\_\_\_

Assistant City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>	
Date Received: _____	Fee Received By: _____
Amount: \$ _____ Cash _____	Check No. _____ Credit Card _____ Receipt No.: _____