



# City of Dickinson Community Development

## Zoning Variance Application

### Property Information

Address: \_\_\_\_\_  
 County Appraisal District No.: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information

Owner: \_\_\_\_\_  
*Last First M.I.*  
 Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant / Agent Information

Applicant: \_\_\_\_\_  
*Last First M.I.*  
 Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*If applicant is different than property owner, a *Notarized Agent Authorization* is required. \*\***

### Details of Request

Current Zoning: \_\_\_\_\_  
 Code Requirement: \_\_\_\_\_  
 Requested Variance: \_\_\_\_\_  
 Describe why the variance is being requested (attach additional pages to support your request):  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\* The zoning official may require additional information necessary to undertake a complete analysis and evaluation, and to determine whether the circumstances prescribed for granting the variance exists \*\***

**Additional Contact Information**

Contact Type: \_\_\_\_\_

Contact: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Contact Information**

Contact Type: \_\_\_\_\_

Contact: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

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

Printed Name: \_\_\_\_\_

## Zoning Variance Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 18 - Zoning of the Dickinson Code of Ordinances.

- Application – complete with signature.
- Fees – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable. The zoning official, commission, or city council may require technical studies (engineering, noise, traffic, impact, etc.). The cost for these studies is borne by the applicant. Before submitting payment, please contact Community Development to confirm appropriate payment amount.
  - \$100.00 Application, PLUS
  - \$525.00 Variance, PLUS
  - \$25.00 Property Signs, to be placed every 200' of public street frontage\*, PLUS
  - \$TBD Required public notices sent by certified mail\*\*
- Authorization:
  - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
  - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application.
  - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Existing Site Plan
- Proposed Site Plan – Site plan with Requested Variance shown.
- Applicant Statement – Carefully review the following information before submitting a Zoning Variance request. It is the applicant's responsibility to defend their case before Board of Adjustment. In determining whether to approve, approve with conditions or disapprove the proposed request, the board shall review a statement prepared by the applicant that summarizes the request; and explains in detail how the request and must make an affirmative finding that each of the following criteria are met:
  1. Special circumstances exist that are peculiar to the land or structure.
  2. These special circumstances are not self-imposed or the result of the actions of the applicant.
  3. Literal interpretation and enforcement of the terms and provisions of this chapter would cause an unnecessary and undue hardship.
  4. Granting the variance is the minimum action that will make possible the use of the land or structure which is not contrary to the public interest and which would carry out the spirit of this chapter and would result in substantial justice.
  5. Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
  6. Such variance will not authorize a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located.
  7. The variance will not adversely affect the health, safety or welfare of the public.
- Additional Information – The zoning official may require additional information necessary to undertake a complete analysis and evaluation, and to determine whether the circumstances prescribed for granting the variance exists

\* City code requires the applicant to post and maintain sign(s) on the land that is the subject of the application at least ten (10) days before the date of the public hearing. The applicant must file an affidavit verifying sign(s) were posted as required.

\*\* City code requires the applicant to send public notice of hearings and file with the city the returned receipts from the certified mailings and an affidavit stating the names and addresses of the persons to who notice was sent. City staff has determined the need to complete this action to ensure compliance with Texas Local Government Code.