



City of Dickinson Community Development

Subdivision Variance Application

Property Information

Address: _____
 County Appraisal District No.: _____
 Legal Description: _____
 Current Zoning: _____
 Acres: _____ Floodplain: _____

Property Owner Information

Owner: _____
Last First M.I.
 Address: _____
Street Address Apartment/Unit #

City State ZIP Code
 Phone: _____ Email: _____

Applicant / Agent Information

Contact Type: _____
 Contact: _____
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

Code Requirement: _____
 Requested Variance: _____
 Describe why the variance is being requested (*attach additional pages to support your request*):

Details of Request

Code Requirement: _____

Requested Variance: _____

Describe why the variance is being requested (attach additional pages to support your request):

Details of Request

Code Requirement: _____

Requested Variance: _____

Describe why the variance is being requested (attach additional pages to support your request):

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: _____

Staff Use Only

Date Received: _____ Permit Number: _____

Plan Review Fee: _____ Date Paid: _____

Permit Fee: _____ Date Paid: _____

Pre-Application Conference Information

Prior to the filing of a preliminary plat, the subdivider may request to meet with the Administrative Official to familiarize him or herself with the City's development regulations. At such meeting, the general character of the development may be discussed, and items may be included concerning zoning, utility service, street requirements and other pertinent factors related to the proposed subdivision. At the pre-application conference the subdivider may be represented by his or her land planner, engineer or surveyor.

Date: _____

Subdivision 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 Subdivision Variance request. It is the applicant's responsibility to defend their case before the Planning & Zoning Commission and City Council. In determining whether to approve or disapprove the proposed variance, City Council shall review a statement prepared by the applicant that summarizes the request; and explains in detail how the request addresses the following factors:
 1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of his land; and
 2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
 3. That the granting of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and
 4. That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this Ordinance. Such findings of the Board of Aldermen together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board of Aldermen meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this Ordinance so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the subdivider, standing alone, shall not be deemed to constitute undue hardship.
- 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.