

CITY OF SCHERTZ VARIANCE CHECKLIST

APPLICATION COMPLETENESS REQUIREMENTS:

- Fees including breakdown of calculations on a separate sheet
- Development Application signed by owner and notarized
- This checklist (signed by applicant/representative)
- One (1) set of plans (11" x 8 1/2") prepared in accordance with the checklist
- One (1) compact disc of all exhibits/applications electronically scanned (pdf and jpg)

*****Do not leave any items unchecked*****

	Applicant	Staff	Not Applicable	TECHNICAL REQUIREMENTS	General Variance	Sign Variance
				1 A survey of the subject property showing property dimensions, building locations, setback dimensions, and other applicable information.	√	
				2 Photos or additional information deemed appropriate for justification.	√	
				3 If homeowner's association is in effect, provide an affidavit from an authorized representative of the association certifying that the association has approved the requested variance.	√	
				4 Such other information as the City Planning Department or the Board of Adjustment Members may require to determine full compliance with the UDC and other applicable ordinances of the City.	√	√
				5 Description of the requested variance and hardship.	√	√
				6 Justification for the requested variance.	√	√
				7 Site Plan and elevation drawing of the proposed sign, dimensions, materials, colors, caption of the proposed sign, and such other data (such as lighting) as are pertinent to the application. Pictures and other back up documentation may be requested.		√
				8 Provide the following information: type of proposed sign (monument, free-standing, building, directory, etc.), dimensions of building face elevation (height and length), square feet of each sign requested.		√
				9 Show detail if illuminated, or add a statement indicating no illumination will be used.		√
				10 Legend for abbreviations or symbols used.		√

Board of Adjustment may grant variances or modifications of height, yard, area, coverage, parking regulations, accessory building and non-conforming use subject to making a finding of hardship that the variance meets all four of the following criteria. State how your request meets these conditions.

Description of variance request:

1. Does the requested variance violate the intent of the Unified Development Code or deprive the applicant of right commonly enjoyed by other properties in the same zoning district that comply with the same provisions?

Yes No

Explain: _____

2. Do special conditions or restricted area, shape, topography, or physical features exist that are irregular to the subject parcel of land and not applicable to other parcels of land in the same zoning districts? Yes No

Explain: _____

3. Is the hardship the result of the applicant's own actions or intended for financial interest? Yes No

Explain: _____

4. Would granting this variance be detrimental to the public welfare or injurious to the value of property in the vicinity?

Yes No

Explain: _____

Preparer's Signature: _____

Printed Name: _____

Date prepared: _____