

**REQUEST FOR A VARIANCE TO THE
BOARD OF ADJUSTMENTS
CITY OF FREEPORT, TEXAS
FEE: \$150.00 Plus Actual Cost**

NOTICE: The Board of Adjustments will meet on the first Tuesday of the month. Any items to go on the agenda of that meeting **MUST BE SUBMITTED IN FULL WITH ALL FEES PAID BEFORE THE FIFTEENTH (15TH) DAY OF THE PREVIOUS MONTH.**

APPLICATION IS HEREBY MADE TO THE BOARD OF ADJUSTMENTS FOR A VARIANCE TO THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF FREEPORT FOR THE FOLLOWING PROPERTY:

APPLICANT: _____ **TELEPHONE:** _____

MAILING ADDRESS: _____

APPLICANT'S INTEREST IN PROPERTY: _____

LEGAL DESCRIPTION OF THE PROPERTY:

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____

ACRES: _____ **SURVEY:** _____ **ABSTRACT:** _____

STREET ADDRESS: _____ **ZONING:** _____

A VARIANCE IS REQUESTED FOR: _____

THIS CANNOT BE ACCOMPLISHED ACCORDING TO THE COMPREHENSIVE ZONING ORDINANCE BECAUSE: _____

SIGNATURE OF APPLICANT _____

DATE: _____

PRINT NAME OF APPLICANT: _____

FURTHER INFORMATION IS AVAILABLE ON PAGE 2 OF THIS FORM.

INFORMATION FOR A VARIANCE REQUEST

Chapter 155 of the *Code of Ordinance of the City of Freeport* allows for modifications and exceptions to the Ordinance on a site specific basis. You may request a variance for the following basic reasons:

1. Special circumstances beyond your control exist on the property related to size, shape, area, topography, surrounding conditions, and/or location.
2. The Ordinance denies the property owner the rights extended under the *Comprehensive Zoning Ordinance* to surrounding property owners.

If you feel either of these apply to your particular situation, you may apply for a variance. To apply you must provide the City Staff the following:

1. A written request specifically and clearly stating your plans and any obstacles or hardships imposed by meeting the requirements of the *Comprehensive Zoning Ordinance*.
2. A complete legal description of the property.
3. A plot plan showing your property lines, all buildings on your property (with dimensions of the buildings and the distance separating buildings) and the proposed addition or structure discussed in the request. We will also need the distance from the proposed structure to the nearest property line or building in all four directions.
4. The applicant must pay a \$150.00 fee at the time the request is made.

State law requires the City to hold a public hearing on all zoning changes or variances. We will hold the public hearing before the Board of Adjustments which meets at 5:30 P.M., the first Tuesday of the month (if any requests are pending). At least ten (10) days prior to the public hearing, the City must notify all owners of property within 200 feet of the property identified in the request.

To meet the deadlines imposed, any request must be in our office in a completed form before the 15th of the month prior to the meeting. If we do not have all the necessary information, we cannot put it on the agenda for that meeting and the Board of Adjustments cannot hear the request at that meeting. If the information is not presented in a complete and legible form, we will return all materials and fees to the applicant making the request and we will NOT schedule a meeting.