



# VARIANCE REQUEST

100 Highridge Drive  
 Lakewood Village, TX 75068  
 (972) 294-5555 Office (972) 292-0812 Fax  
[linda@lakewoodvillagetx.us](mailto:linda@lakewoodvillagetx.us)

## BUILDING DEPARTMENT

REVISED: 10/09/2014

APPLICANT / OWNER	
Applicant Name	Address
Day Time Telephone	
Email	
Owner Name <input type="checkbox"/> Same as Applicant? <input type="checkbox"/> Yes	Address
Day Time Telephone	
Email	
PROPERTY	
Address or General Location	
Legal Description (If Platted)	
Lot Size <input type="checkbox"/> Square Feet OR <input type="checkbox"/> Acres	Zoning Classification
Existing Use of Land and/or Building(s)	
REQUESTED VARIANCE	
Variance to Section(s) of the Ordinance	
Current Ordinance Requirement(s)	
Requested Variance(s)	



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### SUBMITTAL REQUIREMENTS

If the applicant is not the owner, a letter signed and dated by the owner certifying their ownership of the property and the authorizing the applicant to represent the person, organization, or business that owns the property.

If not platted, a metes and bounds legal description of the property.

A written statement documenting the reason for the variance(s), including evidence that the request complies with the following criteria as required for approval of a variance.

- 1) A unique physical condition exists within or adjacent to the subject tract or structure(s) located thereon which distinguishes it from other similarly situated, and which creates an exceptional hardship, difficulty, or inequity that would result from literal enforcement of the ordinance;
- 2) The condition or characteristic noted above is not caused by an action of the property owner, occupant, or applicant;
- 3) The variance is the minimum amount necessary to allow a reasonable use of the property;
- 4) The sole reason for the variance is not a desire of the owner, occupant, or applicant for increased financial gain or reduced financial hardship;
- 5) The variance will not adversely affect public health or safety, and will not substantially or permanently interfere with the appropriate use of adjacent conforming property in the same district; and,
- 6) The variance will not alter the essential character of the zoning district within which the subject property is located, and is in harmony with the intent and purposes of the zoning ordinance.

Site plan, submitted on drawing sheet size 11" X 17", showing:

- 1) Scale and north arrow;
- 2) Location of site with respect to streets and adjacent properties;
- 3) Property lines and dimensions;
- 4) Location and dimensions of buildings;
- 5) Building setback distances from property lines;
- 6) Location, dimensions, and surface type of off-street parking spaces and loading areas; and
- 7) Any other proposed features of the site which are applicable to the requested variance.

### NOTICE

To the best of my knowledge, this application and associated documents are complete and correct, and it is understood that I or another representative should be present at all public meetings concerning this application.

Applicant Signature	Date
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<b>TOWN USE ONLY</b>	
Received By	Receipt Number
Date Submitted	Case Number
Date Notices Mailed	Date Notice Published
Town Council Meeting Date	
Decision	
Conditions	