



# ZONING VARIANCE SUBMITTAL CHECKLIST

Note: This is not all-inclusive list and other reviews, processes and/or fees may apply.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for Zoning Board of Adjustment review and are generally what is needed to facilitate the review.

The Development Services Department is authorized to specify the form and manner in which all required information and plans are to be submitted. In addition to the information specifically required herein for Zoning Board of Adjustment review, the Development Services Department, or the Board of Adjustment may require the applicant to submit additional plans, maps, sketches, drawings, and/or written statements. Additional information may be required to determine the impact on major infrastructure.

## Application Requirements:

**One (1) CD-ROM with all information included in the submittal in Adobe PDF format. The following items or information must be submitted along with this application:**

- Written Document:** Two (2) copies of a written document containing the following:
  - Metes and bounds legal description with closure run
  - The purpose of the proposed variance
  - Site location map
  - Description of the proposed variance
  - A statement of intent addressing the criteria by which the Board will evaluate the request. The criteria are:
    - There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district.
    - That a variance is necessary to permit the applicant the same rights in the use of this property that are presently enjoyed, under the ordinance, by other properties in the vicinity and zone, but which rights are denied to the property on which the application is made.
    - That the granting of the variance on the specific property will not adversely affect the land use pattern as outlined by the land use plan and will not adversely affect any other feature of the comprehensive plan of the City of The Colony.
    - That the variance, if granted, will be no material detriment to the public welfare or injury to the use, enjoyment or value of property in the vicinity.
  - Other documents as requested during the development review process
- Plan:** One (1) copy of any applicable plans showing any applicable information.
- Fee:** Fee paid as described in the Development Services Fee Schedule

## Development Services Department

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