



# BOA VARIANCE CHECKLIST

**Acceptance of BOA Variance Application:** BOA Variance applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from the Planning Director constitutes grounds for refusal of site plan submittal for processing.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your Pre-Development meeting or upon review of the plans.

**CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL AND SPECIFICATION SUBMITTAL. UPLOAD THE CHECKLIST AS AN ATTACHMENT TO THE ONLINE PROJECT APPLICATION.**

## VARIANCE SUBMITTAL REQUIREMENTS:

- Certificate of Acknowledgment:** The completed online application shall include the notarized signatures of the owner(s) through the execution of the Certificate of Acknowledgment. The Certificate of Acknowledgment shall be uploaded and submitted with the online application.
- Project Narrative:** A narrative describing the proposed variance request, and a justification for the request.
- Fee:** Fee paid as described in the current Development Services Fee Schedule. The fee can be paid by phone, in person, or by mail. Applications will not be routed for review until the payment has been received.
- Digital Attachments:** Site Plan in PDF format (11" X 17").
- Applicant Information:** The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the request. If the applicant and the property owner are the same, please note as such. All correspondence relating to the project review and will be directed to the applicant designated on the application.
- Owner Information:** The application is required to be signed by the current property Owner(s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

## PROJECT NARRATIVE:

- The narrative should, to the greatest extent possible, reflect consideration of the following:

Variance is not contrary to the public interest due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done; The variance is necessary to permit development of a specific parcel of land which differs from other parcels of land because of special circumstances concerning the size, shape, area, topography, conditions and location of the parcel that is the subject of the variance request; the granting of the variance 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 zoning plan of the city; and the granting of the variance will not be materially detrimental to the public welfare or to the use, enjoyment or values of the surrounding properties.

## PLANNING AND ZONING DEPARTMENT

6800 Main Street | The Colony, Texas 75056 | Phone: 972-624-3122 | Email: [planning@thecolonytx.gov](mailto:planning@thecolonytx.gov)