



## Board of Adjustment Application Checklist

### General Requirements:

- A universal application form and the appropriate fees.
- A letter of explanation/justification.
- Submit copies of site plan (if applicable) for the property.
- A location map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Content of the Letter of explanation/justification for a Zoning Variance:

I understand that I am applying for a variance from the Zoning Ordinance of the City of Cisco and that this variance can only be granted if I prove hardship by meeting four of the conditions below. I also understand that financial or self-induced hardship cannot be considered for granting a variance. Below I explain exactly how I meet these four conditions.

1. The requested variance does not violate the intent and spirit of the ordinance:

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2. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district:

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3. The hardship is in no way the result of the applicant's action:

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4. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions:

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Check box to indicate application type

**Incomplete applications will be rejected**

<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Replat	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Comprehensive Plan	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Amendment Conveyance	<input type="checkbox"/> ROW Abandonment/ Closing	<input type="checkbox"/> Zoning Variance (ZBA)
<input type="checkbox"/> Design Standards Variance	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Other _____

**Application Requirements: Signed application form, application fees, Copy and filing fees, required plats / plans, and signed checklist.**

**PROJECT INFORMATION:**       Residential       Commercial      Is this property platted?  Yes  No  
 Project Name: \_\_\_\_\_ Total Acres \_\_\_\_\_

Project Address (Location): \_\_\_\_\_ Parcel(s) Tax ID R #: \_\_\_\_\_  
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number \_\_\_\_\_ Parcel(s) Tax ID GEO #: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_ ETJ  Yes  No

**Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of**

**this request:**  
**Lien holder/mortgagee must also sign plat for filing of record.**

Existing Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ # of Existing Lots: \_\_\_\_\_ # of Existing Units: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ # of Proposed Lots \_\_\_\_\_ Proposed Units: \_\_\_\_\_

**APPLICANT INFORMATION:**      Please circle your preferred method of contact.

Applicant / Company \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Key Contact/Company \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**(MUST BE SIGNED FOR ALL APPLICATIONS) - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.**

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

\_\_\_\_\_  
 SIGNATURE OF PROPERTY OWNER      SIGNATURE OF LIEN HOLDER

**PLAT WAIVER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)**

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

\_\_\_\_\_  
 SIGNATURE OF PROPERTY OWNER      SIGNATURE OF LIEN HOLDER

Known to me to be the person(s) whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposed and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Notary Public

***For Departmental Use Only***  
 Case#: \_\_\_\_\_  
 Project Mgr : \_\_\_\_\_  
 Total Fee(s): \_\_\_\_\_  
 Payment Method: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_

**FREQUENTLY ASKED QUESTIONS**

***When will my application be considered?***

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the third **Tuesday** of each month at the end of each quarter (March, June, September, and December). The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> **Mondays** of each month. Depending on the timeline of construction, the P & Z may call a Special Called Meeting to review the application.

***When should I apply?***

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply AS SOON AS POSSIBLE to allow the City to meet all timelines set out by law.

***What happens at the meetings?***

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

***So others may talk about my application?***

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

***How do they decide?***

The P & Z looks at local, state and federal laws as well as the City’s long-range plan and makes a recommendation to the City Council. Council considers P & Z’s recommendation and may approve, deny or approve with conditions.

***How much does it cost?***

The application fee is based on the City’s current Fee Schedule Ordinance. Check the City’s Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the “City of Cisco”.

***What type of Property Drawings do I need?***

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to City of Cisco’s Planning & Zoning Ordinance.

**DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY STAFF ACCEPTING APPLICATION**

• <i>Application</i>	<i>Yes</i>	<i>No</i>
• <i>Fee Paid</i>	<i>Yes</i>	<i>No</i>
• <i>Survey Provided</i>	<i>Yes</i>	<i>No</i>
• <i>Plans Provided</i>	<i>Yes</i>	<i>No</i>
• <i>Application Accepted</i>	<i>Yes</i>	<i>No</i>

***Key Dates:***

On P&Z Agenda: \_\_\_\_\_

On Council Agenda: \_\_\_\_\_

Newspaper Publication Dates:

P&Z: \_\_\_\_\_

CC: \_\_\_\_\_

Property Owner Notification Date \_\_\_\_\_

***Recommendations and Decisions***

Staff: \_\_\_\_\_

P&Z: \_\_\_\_\_

CC: \_\_\_\_\_