

CITY OF CISCO, TEXAS

* 502 Conrad Hilton Blvd. * P.O. Box 110 * Cisco, TX 76437 * www.cityofcisco.com

Board of Adjustment Application Checklist

Ge	neral 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.
	Submit one (1) copy of proof of ownership (recorded property deed or current yeartax statements).
	Submit documentation on any and all liens and lien holders of property.
	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
Con	stent of the Letter of explanation/justification for a Zoning Variance:
1	ting a variance. Below I explain exactly how I meet these four conditions. The requested variance does not violate the intent and spirit of the ordinance:
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:
3.	The hardship is in no way the result of the applicant's action:
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:

Check box to indicate application typ	ре	<u>Incomple</u>	ete applications	<u>will be rejected</u>		
☐ Amending Plat	☐ Replat		□ Sp	ecial Use Permit		
☐ Comprehensive Plan	☐ ROW Use Agre	eement	\Box Zo	oning Change		
☐ Amendment Conveyance	☐ ROW Abandor	nment/ Closing	\Box Zc	oning Variance (ZBA)		
☐ Design Standards Variance	☐ Final Plat		_	her		
<u>Application Requirements</u> : Signed statements), required plats / plans, or	application form, application fees, C and signed checklist.	opy and filing fees, Proof of Owner	rship (Recorded	Deed or current tax		
PROJECT INFORMATION: Project Name:	☐ Residential ☐ Comme			tted?		
Project Address (Location):	roject Address (Location):Parcel(s) Tax ID R #:					
	LOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS I					
* *				~ £		
Please state the identity of any indivi	dual(s), or other entities that presently	7 noid a lien upon the real estate whi	cn is the subject	<u>01</u>		
this request:						
Lien holder/mortgagee must also sig		# 07 · · · ·	" 0			
Existing Use:	Existing Zoning:	# of Existing Lots:	# of	Existing Units:		
Proposed Use:	Proposed Zoning:	# of Proposed Lots	Propo	osed Units:		
APPLICANT INFORMATION:	et.					
Applicant / Company	<u>Email</u>					
Address	Phor	ne	Fax			
City_	_State_		Zip_			
Property Owner		Email				
	Email					
City	State		Zıp			
Address	Phor	ne	Fax			
City	State		Zip			
				1		
	PPLICATIONS) - Letter of authorizati	ion required if signature is other than pr	operty owner			
and a letter of authorization is required f		lication, on that I am the authorica	1+ -C+1			
	of the property identified in this appropriate of the property identified in their behalf, and			For Departmental Use		
and belief, is true and correct.		11 , , , , , , , , , , , , , , , ,	J - 1. 70-	Only		
				Case#:		
SIGNATURE OF PROPERTY OF	Project Mgr :					
PLAT WAIVER (MUST BE SIGN	NED FOR ALL PRELIMINARY, F	INAL & REPLATS)				
I waive the statutory time limits in ac	ccordance with Section 212 of the Tex	xas Local Government Code.		Total Fee(s):		
				Payment Method:		
SIGNATURE OF PROPERTY OV		NATURE OF LIEN HOLDER	1 4 1 1	Submittal Date:		
	e name is subscribed to the above and f consideration expressed and in the capaci			Accepted By:		
on this	· · · · · · · · · · · · · · · · · · ·			. ,		
Notary Public						

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 2nd and 4th 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 <u>may</u> 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

Kev Dates:

• Application	Yes	No
• Fee Paid	Yes	No
• Survey Provided	Yes	No
• Plans Provided	Yes	No
• Application Accepted	Yes	No

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On P&Z Agenda:
On Council Agenda:
Newspaper Publication Dates:
P&Z:
CC:
Property Owner Notification Date
Recommendations and Decisions
Staff:
P&Z:
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