



## Board of Adjustment Variance

The Board of Adjustment has the authority to hear and decide variances to the existing ordinance for the following requests:

- Appeals where it is alleged there is error of law in any order, requirement, decision, or determination made by an administrative official of the city in the enforcement of this ordinance.
- Exceptions requested for erection and use of a building or use of premises for railroads or public utilities.
- Grant a permit for the extension of a use, height, or area regulation into an adjoining district where the boundary line of the districts a lot in a single ownership on the effective date of the ordinance.
- Permit the reconstruction of a non-conforming building which has been more than fifty (50) percent damaged or destroyed.
- Permit variances for fences not compliant with setback requirements.

Fees for applications are due at the time application is turned in to the City Secretary.

Fee Type	Cost
Change/Variance Application Fee	\$32.00
Specific Use Permit Fee	\$110.00
Limited Use Application Fee	\$110.00
Limited Use Permit Fee	\$850.00

## Planning & Zoning Variance Application & Checklist

### General Requirements:

- Completed 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

***Incomplete applications will be rejected***

**Please indicate which Special Exception exists for which you are requesting a variance from the Board of Adjustment:**

- Premises to be used by railroad.
- Premises to be used by Public Utility.
- Extension of height or area regulation.
- Reconstruction of a non-conforming structure more than 50% damaged or destroyed.
- Waiver or reduction of parking and/or loading requirements.
- Industry permitted in Light or Heavy Industrial Zone.
- Manufactured Home in district not so zoned.

<b>APPLICANT INFORMATION:</b>	<i>Please circle your preferred method of contact.</i>
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 _____

**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: \_\_\_\_\_

**MUST BE SIGNED FOR ALL APPLICATIONS:**

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

*Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.*

**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 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 should the letter of justification say?**

Some things you should address in the letter of justification are: Does the requested variance violate the intent and spirit of the ordinance? Do 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? Does the interpretation of the provisions in this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions?

**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.

**Submit Application:**

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

**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: \_\_\_\_\_