



# VARIANCE TO THE SUBDIVISION ORDINANCE APPLICATION

Please complete all of the following information (type or print):

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning District (if inside city limits): \_\_\_\_\_

**Owner / Developer** (applicant):

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Agent:**

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Engineer / Surveyor** (all plats must be prepared by a licensed engineer or land surveyor):

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the Agent. If no agent is listed, the Owner will be considered the Agent.**

**INSTRUCTIONS:**

- **Submit application** with the Planning Department. 512-332-8840
- Fill out the following application and checklist completely prior to submission, placing.
- Use the most current application from the City's website ([www.cityofbastrop.org](http://www.cityofbastrop.org)). City ordinances are available online.

Please note: Variances to the Subdivision Ordinance require notification of surrounding property owners within 200' and a public hearing at City Council.

**List each Variance(s) being Requested** \_\_\_\_\_

\_\_\_\_\_

**List each Code Section (title and number) and Requirement** \_\_\_\_\_

\_\_\_\_\_

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

**The following items are required to be submitted to the Planning Department in order for the application to be accepted. No partial submittals will be accepted.**

- \_\_\_ 1. Completed and signed application/checklist with owner's signature.
- \_\_\_ 2. Letter addressed to the Mayor and City Council Members, signed by owner in which written appeal states all facts and circumstances regarding hardship caused by the subdivision code requirement and need for a request to vary from the code requirement. Include the section (s) of the Ordinance to which you are requesting a variance in your letter
- \_\_\_ 3. Notification list of property owners within 200 feet of subject property as identified on the latest approved tax roll. Notification list shall be provided on one set of mailing labels (Avery 5160 or similar).
- \_\_\_ 4. Site Plan (see details below) showing location of variance (s) being requested.
- \_\_\_ 5. Tax Certificate showing taxes have been paid.
- \_\_\_ 6. Application fee – \$300.00 for each variance being requested.

## **Site Plan Requirements**

- \_\_\_ Date
- \_\_\_ Scale (i.e. 1" = 20')
- \_\_\_ North arrow
- \_\_\_ Name/address of property owner(s)
- \_\_\_ Address and legal description of subject property
- \_\_\_ Name and title of preparer
- \_\_\_ Legal description and names of adjacent property owners
- \_\_\_ Property lines with dimensions
- \_\_\_ Easements
- \_\_\_ Setback lines
- \_\_\_ Existing and proposed buildings and other improvements with setbacks and heights
- \_\_\_ Use of existing and proposed buildings
- \_\_\_ Approximate location of existing buildings within 100 feet of subject property
- \_\_\_ Location of existing and proposed:
  - \_\_\_ Drainage
  - \_\_\_ Utilities
  - \_\_\_ Streets/alleys with names
  - \_\_\_ Landscaping and/or screening devices
  - \_\_\_ Off-street parking and loading facilities
  - \_\_\_ Ingress/egress to subject property
  - \_\_\_ Type, location and dimensions of all signs
  - \_\_\_ Existing and proposed lighting