



CITY OF BANDERA

511 Main St. | P.O Box 896 | Bandera, TX 78003 | P: (830) 522-3126 | F: (210) 761-7352

VARIANCE REQUEST AND CHECKLIST

Applicant Information

Applicant's name: _____

Applicant's mailing address: _____

Phone number: _____

Email: _____

Pre-Application Meeting

The Pre-Application meeting is an opportunity for an applicant to describe the proposed development project and for City Staff to explain the development process, including:

- Applications / Checklists
- Timelines
- Review Procedures
- Governing Approval
- Development Standards

Schedule a pre-application meeting before submitting a project to the City (see Pre-Application Meeting application). The meeting lasts 30 to 60 minutes and is between the applicant and City Staff.

Pre-Application meetings are scheduled within 2 to 3 weeks after this request is submitted to the City.

Findings Required for Variance

No variance shall be granted unless the Board of Adjustment makes affirmative findings as to all of the following:

- That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his/her land;
- That the variance is necessary for the prevention and enjoyment of a substantial property right of the applicant;
- That the granting of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and
- That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this ordinance.

Submission Requirements

In submitting a variance request for initial consideration by the Board of Adjustment, the applicant shall deliver the following to the City Administrator no later than 21 calendar days prior to the date the variance request is to be considered by the Board of Adjustments:

Submittal Package Detail

- Completed and signed General Planning Application

REVIEW PROCESS

SCHEDULE A PRE-APPLICATION MEETING

SUBMIT THIS APPLICATION WITH CHECKLIST ITEMS AND PAY FEE TO THE CITY

Application will be deemed complete/incomplete within 5 days after submission

ADMINISTRATIVE REVIEW AND RECOMMENDATION

Timeline for review will be determined by City Staff.

PUBLIC HEARING BOARD OF ADJUSTMENTS FINAL ACTION

- Project Description Letter explaining why a variance is needed, project goals and hardship
- Copy of plat if platted or metes and bound plus legal description of property if not platted
- Project filing fee
- Copy of deed showing ownership
- Copy of current tax certificate showing taxes have been paid
- Conceptual Site Plan showing variance is being requested (see below)

Conceptual Site Plan Requirements

The following items are required to comply with a review process outline in Section 9: Variances of the Subdivision Ordinance (A2-25).

- Drawn to scale
- Date prepared
- North arrow
- Name and address of property owner(s)
- Address and legal description of subject property
- Name and title of preparer
- Property lines with dimensions
- Easements
- Setback lines and build-to-lines
- Size, height, and use of all existing and proposed buildings/structures
- Locations, type, and dimensions of all signs on the property
- Means of ingress and egress to public streets
- Relationship of site to all adjacent properties

FOR CITY USE ONLY:

Place Type: _____ Character District: _____

Received by: _____ Date: _____ Routed to: _____ on _____

Proposed Planning & Zoning meeting date: _____

Proposed City Council meeting date: _____