



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.nbtexas.org](http://www.nbtexas.org)

CC/Cash/Check No.: _____ Amount Recd. \$ _____ Receipt No.: _____ Case No.: _____  <i>Submittal date – office use only</i>
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## Variance Application (Zoning Board of Adjustment)

### APPLICATION FEES:

**Homestead: \$350 plus \$50 for each additional variance sought**  
**Non-Homestead: \$700 plus \$50 for each additional variance sought**  
*\*\*\*Please note that a 3% technology fee is applied to the total application fee\*\*\**

**Any application that is missing information will be considered incomplete and will not be processed.**

The applicant bears the burden of proof in establishing the facts that may justify a variance, a special exception, an appeal, or any other action in his/her favor by the ZBA.

Name of Applicant/Agent\*: \_\_\_\_\_

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

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

**Contact information:**

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Legal Description:** Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

(NOTE: If property is not platted, attach a copy of the metes and bounds description and survey/drawing.)

**Present Use of Property:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Describe Variance Request:** \_\_\_\_\_

**SUBMITTAL CHECKLIST:**

STAFF:
<input type="checkbox"/>

APPLICANT:	<input type="checkbox"/>	Completed application
	<input type="checkbox"/>	Copy of deed showing current ownership
	<input type="checkbox"/> N/A	Homestead Verification (if applicable)
	<input type="checkbox"/>	Application Fee
	<input type="checkbox"/>	Letter of authorization if applicant is not property owner
	<input type="checkbox"/>	Site plan, drawn to scale and no larger than 11"x17", showing all existing and proposed improvements, setbacks from the property lines, and building elevations (if applicable.)

**Explain the following in detail:**

Please note: The information provided in response to the following questions is imperative to the variance request process. You may use additional pages if necessary.

**(1) What are the special circumstances or conditions affecting the land that warrant the variance?**

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**(2) Why is the variance necessary to preserve a substantial property right of the applicant?**

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**(3) Will the granting of the variance be detrimental to the public health, safety or welfare, or injurious to other properties within the surrounding area?**

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**(4) Would granting the variance prevent the orderly use of other properties within the area?**

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**(5) Does an undue hardship to the land exist that is not self-created, personal or financial?**

If yes, please explain in detail. If no, a variance cannot be granted.

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(6) Will granting the variance be in harmony with the spirit and purpose of the City's regulations?

Yes.

Please initial the following important reminders:

SH **APPEARANCE AT MEETINGS**

It is strongly advised that the applicant be represented at the hearing. The Board may deny requests for which the applicant or an agent do not appear.

SH **NOTIFICATION SIGNS**

The applicant shall post the public hearing notification sign(s) at least **15 days prior to the hearing date and maintain said sign(s) in good condition**. One sign shall be required for the first 100 feet of frontage of the tract, and one additional sign for every 200 feet of frontage thereafter, or fraction thereof, except that no more than three (3) signs shall be required on each roadway frontage. If the tract has less than 200 feet of frontage per roadway, then only one sign is required per road.

The applicant is responsible for:

1. Paying for the required mail notification (**\$2.15 per mailed notice**)
2. Purchasing (**\$15 per sign**) and placing the signs at least **15 days prior to the hearing date**
3. Posting signs so they are clearly visible to the public from the adjacent public streets.
4. Ensuring that the signs remain on the property throughout the variance process.
5. In the event that a sign(s) is removed from the property or damaged, the applicant shall be responsible for purchasing a replacement sign(s) and installing it immediately.
6. Removing the signs after the final action by the Zoning Board of Adjustment.

I hereby certify that the information provided is true and correct to the best of my knowledge.

Signed:  Date: 11/24/2020  
 Applicant/Agent\* Print Name: Stephen W. Hanz

\* If signed by an agent, a letter of authorization must be furnished by the property owner.