



City of San Angelo, Texas – Planning Division  
52 West College Ave  
**Application for Administrative Adjustment**



**Section 1: Basic Information**

Name of Applicant(s): \_\_\_\_\_

Owner                       Representative (Affidavit Required)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact E-mail Address \_\_\_\_\_

Subject Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Description (*can be found on property tax statement or at [www.tomgreencad.com](http://www.tomgreencad.com)*) \_\_\_\_\_

**Zoning District:**

CN    CO    CG    CG/CH    CBD    OW    ML    MH    PD    RS-1    RS-2    RS-3    RM-1    RM-3    R&E

(Zoning Map available on [City Maps](#))

**Section 2: Administrative Adjustment Request**

List each variance request separately:

1. Zoning Ordinance section: \_\_\_\_\_

Describe variance: \_\_\_\_\_

2. Zoning Ordinance section: \_\_\_\_\_

Describe variance: \_\_\_\_\_

3. Zoning Ordinance section: \_\_\_\_\_

Describe variance: \_\_\_\_\_

4. Zoning Ordinance section: \_\_\_\_\_

Describe variance: \_\_\_\_\_

**Section 3: Applicant(s) Acknowledgement**

If my request is administratively denied, then I wish to appeal this decision to the Zoning Board of Adjustments (ZBA). I understand that the ZBA is required by law to make decisions based on the following criteria:

(Please Initial)

\_\_\_\_\_ Special circumstances exist that are peculiar to the land or structure that are not applicable to the other land or structures in the same zoning district and are not merely financial;

**Section 3 continued: Applicant(s) Acknowledgement**

(Please Initial)

\_\_\_\_\_ These special circumstances are not the result of the actions of the applicant;

\_\_\_\_\_ Literal interpretation and enforcement of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zoning district, and would cause an unnecessary and undue hardship;

\_\_\_\_\_ Granting the variance is the minimum action that will make possible the use of the land or the structure which is not contrary to the public interest, and would carry out the spirit of the Zoning Ordinance and substantial justice;

\_\_\_\_\_ Granting the variance will not adversely affect adjacent land in a material way; and

\_\_\_\_\_ Granting the variance will be generally consistent with the purposes and the intent of the Zoning Ordinance

**I/We the undersigned acknowledge that the information provided above is true and correct.**

\_\_\_\_\_  
Signature of licensee or authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of licensee or authorized representative

\_\_\_\_\_  
Name of business/Entity of representative

**FOR OFFICE USE ONLY:**

Case No.: ZBA: \_\_\_\_\_ -- \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed/Accepted by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Administrative Adjustment is: \_\_\_ Approved \_\_\_ Denied

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_