



City of San Angelo, Texas – Planning Division  
52 West College Ave  
**Application for Variance from Zoning Regulations**



**Section 1: Basic Information**

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

Owner

Representative (Notarized Affidavit Required)

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

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

Subject Property Address and/Location \_\_\_\_\_ 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  CH  CG/CH  CBD  OW  ML  MHS  MHP  PD

RS-1  RS-2  RS-3  RM-1  RM-2  R&E

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

**Section 2: Variance Request(s)**

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: Variance Request Criteria**

I assert that my request for variance meets all of the required criteria based on my explanation(s) below:

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

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3 continued: Variance Request Criteria**

2. These special circumstances are not the result of the actions of the applicant;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. 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;

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Granting the variance will not adversely affect adjacent land in a material way; and

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Granting the variance will be generally consistent with the purposes and intent of the Zoning Ordinance.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4: Applicant(s) Acknowledgement**

Please initial the following:

\_\_\_\_\_/we understand that the Zoning Board of Adjustment (ZBA) is bound by criteria established by state law; I further understand that my request is not guaranteed to be approved and that it constitutes an exception from regulations of the City of San Angelo;

\_\_\_\_\_/we understand that any variation(s) authorized by the ZBA will require me/us to obtain a building permit for that stated variation within twelve (12) months of the approval date by the ZBA, unless the ZBA has specifically granted a longer period;

\_\_\_\_\_/we understand that all drawings, pictures, documents or other information used during your testimony to the ZBA must be kept in the permanent files of the Planning Division; and

\_\_\_\_\_/we understand that any appeal of a decision made by the ZBA must be presented to a court of record with a verified petition stating that the decision of the ZBA is illegal in whole or in part and specifying the grounds of the illegality. This petition for appeal must be presented within ten (10) days after the date the decision is filed in the board's office.

**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:**

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

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

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

ZBA Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fully-Dimensioned and scaled Site Plan: \_\_\_Yes \_\_\_No

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Non-Refundable Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

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

*Ordinance section(s) from which variance(s) is/are requested:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_