



Planning and Zoning Division  
2610 S. Main St.  
Stafford TX 77477  
281-261-3920  
[www.staffordtx.gov](http://www.staffordtx.gov)

### **VARIANCE, SPECIAL EXCEPTION & APPEALS REQUEST**

#### **Application Instructions**

Please provide the following items and information requested in the checklist below along with the application found on pages 2-4

A complete application packet with applicable fees must be submitted to the Planning & Zoning Division within 20 days of the decision, determination or interpretation to be considered for the following months meeting.

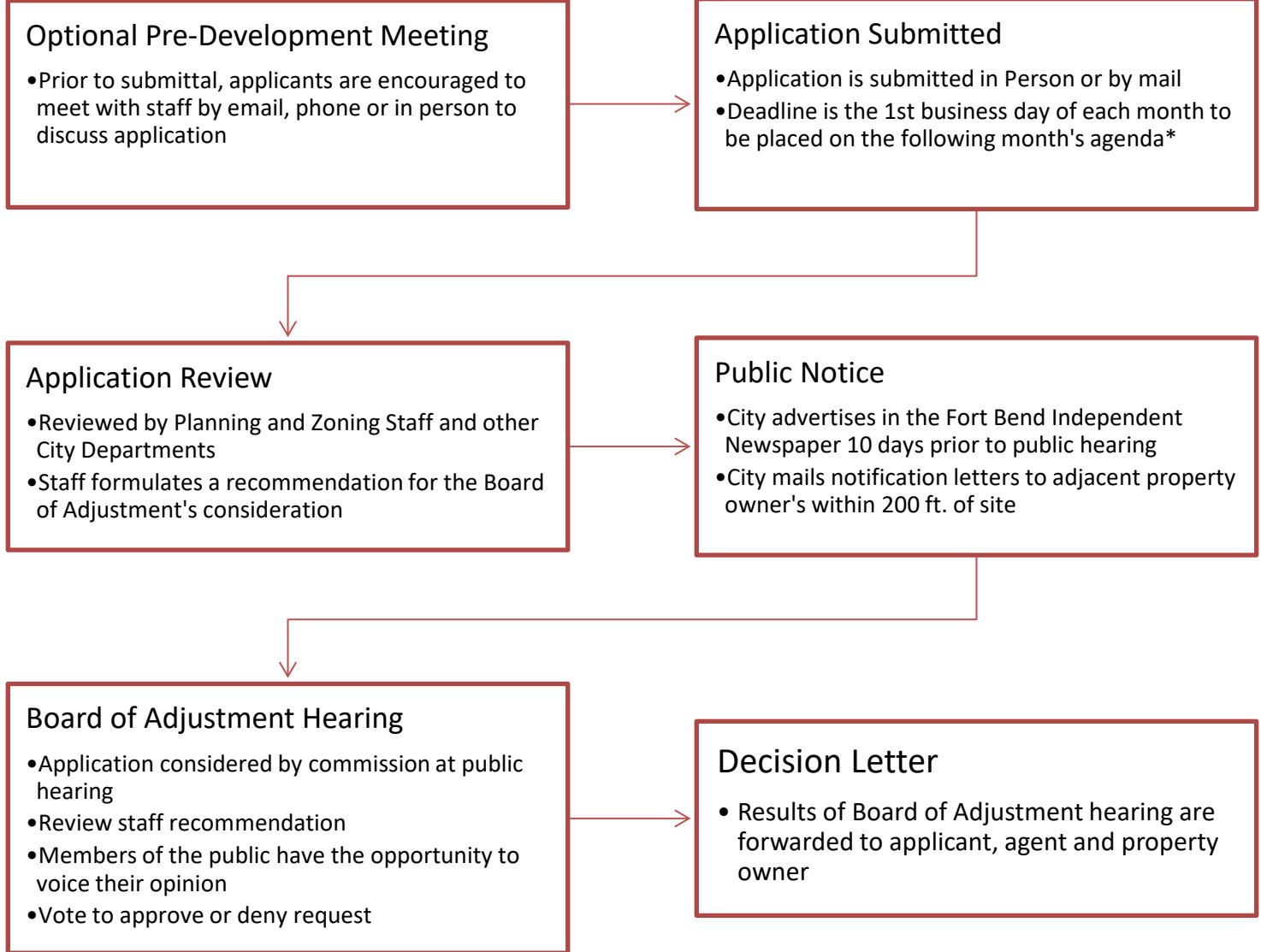
If you have any questions regarding the process or the requests for information, please contact the Planning & Zoning Division.

#### **Application Checklist – (1 paper copy and 1 Digital Copy\*)**

- Application (Pg. 2 and 3 for variance & special exception. Pg. 2 and 4 for appeal)
- Acknowledgment Form Signed and Notarized by Property Owner (Pg. 5)
- Fee Payable to "City of Stafford"- \$1000 non –refundable.
- Property Survey (Unless concept plan includes current survey information)
- Aerial Photograph with property outlined
- Property Deed
- Legal Description
- Copy of Deed Restrictions of Property (if applicable)

\*All electronically submitted documents must be PDF and the name shall reflect the content of the submitted document.

## Variance, Special Exception & Appeals Process



\* Appeals shall be filed within 20 days of the decision, determination, or interpretation which is the subject of the appeal. Comprehensive zoning ordinance section 102-51.9.

## **VARIANCE, SPECIAL EXCEPTION & APPEAL APPLICATION**

### **SPECIAL NOTICE**

Submission of this application does not constitute the granting of approval. All appropriate requirements must be met prior to this project being presented for approval to the appropriate authority. The City of Stafford reserves the right to request additional information to ensure a complete review of this project.

#### **Contact Information**

##### **Applicant Information (Property Owner/Developer):**

Business Name: \_\_\_\_\_

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

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

(Please use an address that can accept overnight  
packages)

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

Email: \_\_\_\_\_

##### **Agent Information:**

Business Name: \_\_\_\_\_

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

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

(Please use an address that can accept overnight  
packages)

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

Email: \_\_\_\_\_

**Please note: both applicant and agent will receive all official correspondence on this project.**

#### **Property Information**

Address or location: \_\_\_\_\_

Land Area (Ac. Or Sq. Ft.): \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Will a subdivision plat or replatting be required?      Yes      No

Existing Use: \_\_\_\_\_

#### **Pre-Development**

Have you held a pre-development meeting with the city about this project?

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Have you discussed this proposal with city staff? If yes, what issues were discussed?

## **VARIANCE & SPECIAL EXCEPTION REQUEST**

Refer to the Comprehensive Zoning Ordinance, Section 102-51.6 for details

1. Provide a description of the proposed variance and the Section of the Code of Ordinances from which the variance is requested.
2. Describe the purpose of the proposed variance and the intended development of the subject property.
3. State reasons why the variance will not materially be detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located.
4. State reasons why the variance will not impair an adequate supply of light or air to adjacent property, nor substantially increase the congestion in the public streets, nor increase the danger of fire, or in any way endanger the public health, safety and wellbeing of the neighborhood in which the subject property is located.
5. State the specific hardship imposed on the owner and the reasons why the proposed variance is not self-imposed by the owner.
6. State the reason why the hardship would not be financial alone.
7. Is this variance request located within a Homeowners or Property Owner's Association? If yes, provide letter from the Association stating their position regarding the variance request.

## **APPEAL OF DECISION BY ADMINISTRATIVE OFFICIAL REQUEST**

1. Describe the decision, determination, or interpretation that is the subject of the appeal. Include, the title of the official and provide any documents.
2. Was there an error in the decision, determination or interpretation? If yes, explain
3. Were all the proper procedures followed? If no, explain.
4. Are there any Sections of the Code of Ordinances that may supersede the basis for the decision made by the official?

## ACKNOWLEDGMENTS

This application and any application supplement will not be considered complete without the notarized signature of **all** **property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

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Property Owner Signature

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

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Property Owner Name (Printed)

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

If more than one owner, please submit additional pages

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification.

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Signature of Notary

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Type or Print Name of Notary

\_\_\_\_\_ Commission Number (Seal)

(For office use only)

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INTAKE REVIEWER - SIGNATURE

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DATE