

ZONING VARIANCE REQUEST (for ZBA) SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application and appropriate fees. The project cannot be scheduled for consideration unless all items are marked complete. Citations come from the City of Harlingen Code of Ordinances Chapter 111-Zoning.

Complete

- When the variance request relates to the development, redevelopment, occupancy, or re-occupancy of a specific tract of land, ten (10) copies of a site plan drawn to scale showing existing and proposed development of the property in question.
- City and School Tax Certificates.
- A written statement describing the requested variance and an explanation of the special conditions that result in the unnecessary hardship for which the variance is requested.
- Any other information (drawings, pictures, etc.) the applicant would like to submit in support of the subject request.

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- I understand that the variance requested will not be scheduled for Zoning Board of Adjustments (ZBA) review unless all items on this list are completed.
 - I understand that variances cannot be granted for height exceptions in the Airport Overlay zones. (Section 111-443.5)
 - I understand that in accordance State law and the City of Harlingen Code of Ordinances, Chapter 111-Zoning, no later than ten (10) day prior to ZBA consideration:
 - A notice will be published in the Valley Morning Star describing the request and the date, time, and location of the public hearing before the ZBA; and
 - Notices will be mailed to all property owners within 200 feet of the tract for which the variance is requested describing the request and the date, time, and location of the public hearing before the ZBA.
 - I understand that the ZBA may only grant variances:
 - as may be necessary to secure appropriate development of a parcel of land which differs from other parcels in the district by being of such restricted area, shape, or slope that it cannot be appropriately developed without such modifications; and
 - only if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in an unnecessary hardship. (Section 111-443)
 - I have read and understand in its entirety the City of Harlingen Code of Ordinances, Chapter 111- Zoning and understand that the requirements of a variance request are subject to the terms and conditions therein.
 - I understand that while all requirements for the submittal of a variance request may be complete, the ZBA is the sole authority for the consideration and approval or denial of the request.
 - I understand that a 4/5-majority vote (a “super-majority”) of the ZBA is required to grant any variance.
 - I understand that the decision of the ZBA is final and any appeals to said decision shall be in accordance with § 211.011 (“Judicial Review of Board Decision”) of the Texas Local Government Code.

Owner: _____ Date _____

Owner Address: _____

Phone/Fax: _____

Signature: _____