

SUBDIVISION VARIANCE REQUEST 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 Subdivision Ordinance.

Complete

- Variance requests must be submitted at the time the preliminary plat is submitted to the City. (Section 7.1)
 - 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 Planning and Zoning Commission review unless all items on this list are completed.
 - I understand that variances related to paving, curb, and gutter for subdivisions in the City limits cannot be granted.
 - I understand that, in accordance with Section 7.1 of the Subdivision Ordinance, variances cannot be granted unless the Planning and Zoning Commission and/or City Commission finds that:
 - There are special circumstances or conditions affecting the land involved such that the strict application of the provisions of the Subdivision Ordinance would deprive the applicant of the reasonable use of his land; and
 - The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
 - The granting of the variance will not be detrimental to the public health, safety, welfare, or injurious to other property in the area; and
 - The granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the Subdivision Ordinance.
 - I understand that financial hardship, standing alone, shall not be deemed an undue hardship for which variance approval can be based.
 - I have read and understand in its entirety the City of Harlingen's Subdivision Ordinance 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 City Commission 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 City Commission is required to reverse the decision of the Planning and Zoning Commission.

Owner: _____ Date _____

Owner Address: _____

Phone/Fax: _____

Signature: _____