

Application must be accurately completed and accompanied by all required materials at the time of submittal. Incomplete submittals will be returned to the applicant. City of Holland cannot guarantee a deadline extension for omitted information or materials.

The following items shall accompany the Application.

- Variance Application Fee: First Request: \$190, Each Additional Request: \$50
- A Copy of the deed(s) to the subject property verifying legal ownership
- A legible site plan or plot plan of the subject property
- A letter describing in detail the reason(s) for the request and the hardship on which the request is based.
- Other materials as appropriate (i.e. photos, drawings, plats, petitions, etc)

Please check the appropriate box(es) below to indicate the type of variance requested.

Subdivision Ordinance Variance Sign Variance Driveway Variance

Name of Subdivision or Project: _____

Physical Location of Property: _____
(General Location – approximate distance to nearest existing street corner)

Current Legal Description of Property: _____
(Survey / Abstract No. and Tracts; or platted Subdivision Name with Lots / Block)

Acreage: _____ Existing Zoning: _____
Number of Existing Lots: _____ Number of Proposed Lots: _____

Applicant / Owner's Name: _____
Contact Person: _____ Title: _____
Company Name: _____
Street / Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____ Email: _____

Engineer / Representative's Name: _____
Contact Person: _____ Title: _____
Company Name: _____
Street / Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____ Email: _____

Variance Request:
I/We, being the legal owner or agent of the property described above, hereby request that the Planning and Zoning Commission and City Council of the City of Holland consider the following variance request(s) to the City of Holland Code of Ordinances:

Office Use Only: Date Rec'd: _____ Fees Paid: \$ _____ Check #: _____ Accepted By: _____

Reason / Hardship for the Variance:

As noted in the instructions above, ***you must attach a letter*** describing the reasons for the request and the hardship on which the request is based, stating the grounds for the variance and all the facts relied upon for the case.

Subdivision Ordinance Variance Review Criteria:

To recommend approval of a Subdivision Ordinance variance, the Planning and Zoning Commission must make a finding of hardship by determining that all the following criteria are met. ***In your attached letter, state how your variance request meets these five criteria. Please do note that the hardship cannot be based solely on financial or self-imposed conditions.***

1. The granting of the variance will not be detrimental to the public safety, health, or welfare, or be injurious to surrounding property.
2. The granting of the variance is not based on a hardship which is self-imposed.
3. The hardship is not based solely on the cost of complying with the regulation.
4. The granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this chapter, and
5. There are special or unique circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of the property.

SUBMITTAL DEADLINE: 14 DAYS PRIOR TO P&Z MEETING DATE

APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant’s responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning and Subdivision Ordinances, and any separate submittal policies, requirements and / or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff for submittal requirements.

AN ELECTRONIC PDF COPY OF ALL APPLICATION MATERIALS WILL BE REQUIRED WITH SUBMISSION. Electronic copy must be legible and properly scaled.

NOTICE OF PUBLIC RECORDS. The submission of plans / drawings with this application may be subject to Chapter 552 of the Texas Government Code (“Public Information Act”), to which the applicant understands such information may be viewed, inspected, or disclosed to the general public if pursuant to the Act. Unless the applicant expressly states otherwise in writing, submission of this application (along with any associated plans or drawings) will be considered public information and disclosable in accordance with the provisions of the Act.

I hereby certify that I am the Owner, for the purposes of this application, and that all information submitted herein is complete, true, and correct to the best of my knowledge. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signed: _____ Title: _____ Date: _____

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____

Notary Public in and for the State of Texas: _____

My Commission Expires On: _____

SEAL