



For Office Use On

Project # _____

Variance Request Checklist

****Submittals will not be reviewed until all items are received****

Revised 10/2023

The following items are required for a Zoning Application to be considered administratively complete. Once all documents have been received, you will receive comments back within 10 business days of your submittal.

After all comments have been addressed and revisions made, the request will be placed on the agenda of the next available Zoning Board of Adjustments & Appeals (ZBA) meeting for consideration. ZBA is the final authority on a Variance request, and only a court of record may hear an appeal of a decision of ZBA.

Plan Format & General Standards: (Check if provided; indicate N/A if not applicable)

- Completed Application Form
- Application Fee (\$200)
- Legal description of property
- Tax Receipt showing current paid taxes
- Completed variance questionnaire

Important Resources

- Planning & Zoning Webpage: [Planning Department](#)
- Comprehensive Plan: [Full Plan](#) | [Future Land Use Plan](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)

**City of Denison
Application to Appeal to the
Zoning Board of Adjustments**

300 W. Main Street, PO Box 347

Denison, TX 75020

Planning@cityofdenison.com

903-465-2720



Revision Date: 10/2023

Parcel/Property ID #: _____

Name of Applicant: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Engineer/Surveyor/Land Planner: _____ Email: _____

Location of Property: _____

Area of Subdivision: _____ Acres _____ Lots

Does the proposed subdivision require the vacation or relocation of existing streets, alleys, or easements?

YES NO

If yes, has application to secure approval of such abandonment or relocation been made?

Purpose of Appeal (example: change setbacks):

TYPE OF SUBDIVISION

<input type="checkbox"/> Resubdivision of existing (lot(s))	<input type="checkbox"/> Public/Institutional
<input type="checkbox"/> Industrial	<input type="checkbox"/> Original Subdivision or Acreage
<input type="checkbox"/> Correcting error or omission	<input type="checkbox"/> Commercial/Retail
<input type="checkbox"/> Residential lot(s)	<input type="checkbox"/> Platting of streets or alleys

IMPROVEMENT PROPOSED

<u>Water Supply</u>	<input type="checkbox"/> City of Denison	<u>Sanitation Facilities</u>	<input type="checkbox"/> City of Denison Sewer
	<input type="checkbox"/> Well		<input type="checkbox"/> Septic System
<u>Type of Street Surfacing</u>	<input type="checkbox"/> Independent Water District	<u>Type Storm Drainage</u>	<input type="checkbox"/> Independent Disposal
	<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____
	<input type="checkbox"/> City of Denison Standards		<input type="checkbox"/> Curb & Gutter
	<input type="checkbox"/> Existing Paved Street		<input type="checkbox"/> Storm Sewers
	<input type="checkbox"/> Other _____		<input type="checkbox"/> Improved Open Channels
			<input type="checkbox"/> Other _____

In submitting this application for approval of the above-described subdivision, I understand that if said subdivision is within the corporate limits or within the extra territorial jurisdiction of the City of Denison, that all improvements installed shall be a conformance with the standards and requirements of the City of Denison.

Property Owner's Signature

Date

Property Owner's Printed Name

An application is not deemed filed pursuant to Texas Local Government Code Chapters 212 and 232 until all prerequisite authorizations and all documents required by and prepared in accordance with the requirements of the DMC Chapter 22 subdivision regulations are complete.

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Received Date: _____ Received By: _____

Case No: _____ ZBA Hearing: _____

Zoning Variance Questionnaire

Please complete this questionnaire and return with a completed application.

State the request:

In order to make a finding of hardship and to grant a variance, the Zoning Board of Adjustments & Appeals must determine that all of the following conditions are met. State how your request meets these conditions. **Please note that the stated hardship shall not be financial nor self-induced.**

1. State the undue hardship that exists:

2. The requested variance is in harmony with the spirit and purpose of the Zoning Ordinance:

3. Special 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 land:

4. The hardship is not self-created or personal in nature:

5. The hardship is not financial or economic in nature:

6. The requested variance is necessary for the preservation and enjoyment of a substantial property right of the applicant:

7. Granting the request will not be detrimental to the public health, safety, or wellbeing, nor injurious to other property in the area:

8. The situation causing the hardship does not generally affect all or most properties in the same zoning district as the subject:

9. Will the denial of this request cause a substantial burden on religious activities of the property owner / user? Yes No



City of Denison

Developer Acknowledgement Form

I, _____, am aware and agree that I am solely responsible for all development costs related to this project, including but not limited to fees and costs related to site development and construction, plan review, construction inspections and testing, improvements necessary to offset impacts from my development, contribution to master plans, impact fees, and any other costs and/or fees related to my development and the impact to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction (ETJ).

**Owner/Project Representative
Printed Name**

Date

Signature