



Application for Variance

Instructions: (Please read carefully.)

1. Please type or print with black ink.
2. The application must be filled out completely and accurately. All required materials must be attached to the application. Incomplete submittals will be returned to the applicant. The Planning Department cannot guarantee a deadline extension to allow for submittal of omitted information or materials.
3. The application must be signed by all legal owners of the subject property or by the legally authorized agent for the property owner(s). If the request is submitted by an agent, a notarized Designation of Agent letter signed by all the legal property owners must be attached to the application.
4. The following items shall accompany the application:
 - a. Variance Application Fee (\$200.00)
 - b. A copy of the deed(s) to the subject property verifying legal ownership as required.
 - c. A legible site plan or plot plan indicating the requested variance.
 - d. A letter describing in detail the reason(s) for the request and the hardship on which the request is based.
 - e. Other materials, as appropriate (i.e. photos, slides, drawings, plats, petitions, etc.).

Variance Review Fees: \$200.00 each

Application Data (by Planning Staff)

1. Submittal Date: _____
2. BOA Meeting Date: _____
3. Application Fee: _____
4. Received by: _____
5. Name of Accompanying Plat (if applicable): _____

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Name of Owner(s): _____

Name of Agent (if applicable): _____

Owner Agent (check one) **Phone #** _____ **Fax #** _____

Owner Agent (check one) **Mailing Address:** _____

Street Address or Location of Subject Property: _____

Legal Description: _____

Acreage (as required): _____

VARIANCE REQUEST:

I / We, being the legal owner(s) or the agent for the legal owner(s) of the property described above, hereby request that the Board of Adjustment of the City of Copperas Cove, Texas, consider the following request for a variance from the requirements of the Zoning Ordinance:

Reason/Hardship for the Variance:

In order to recommend approval of a variance, the Board of Adjustment must make a finding of hardship. As noted in the INSTRUCTIONS, **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 of the facts relied upon for the case.

Variance Review Criteria:

In order to make a finding of hardship, the Board of Adjustment must determine that **all** of the following criteria are met. **State how your variance request meets these four criteria. *Please note:*** Hardship cannot be based solely on financial or self-imposed conditions. (Attach additional pages for multiple requests or if additional space is needed.

1. The granting of the variance will not be detrimental to the public safety, health, or welfare, be injurious to surrounding property, or violate the intent and purpose of the regulation:

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 hardship is based on circumstances which are unique to the property for which the variance is sought, and not circumstances common to other properties:

NOTICE: The City of Copperas Cove does not enforce deed restrictions and cannot grant variances to deed restrictions. Any variance granted pursuant to this application and any building permit issued pursuant to such variance does not constitute or represent approval or authority to violate deed restrictions.

Signature(s) of Owner(s) / Agent (circle one):

This is to certify that the information provided above is true and correct and that I am the owner of record of the above described property or the owner(s)' legally authorized agent.

By: _____ Date: _____

(Repeat signature block for each owner.)

NOTE: If the property owner or agent is not present at the Board of Adjustment meeting, the case will either be denied or not considered for action.

**SPECIAL NOTICE
TO INDIVIDUALS APPLYING FOR A VARIANCE
FROM THE BOARD OF ADJUSTMENT**

According to the Zoning Ordinance, if a request for a variance is approved by the Board of Adjustment, the applicant must apply for any required building permits **WITHIN SIXTY (60) DAYS** of the approval by the Board of Adjustment. Failure to apply for the required building permits within sixty days will automatically void the approved variance. If individuals applying for a variance do not expect to be able to apply for a building permit within the sixty-day time frame, they must when applying for the variance, specifically request (in writing) an extension of time pertaining to obtaining any required building permits. Requests for time extensions may or may not be approved by the Board of Adjustments. Normally, time extensions will be considered only if some type of hardship is involved.

STAFF COMMENTS:
