
**City of Cleburne
Community Development Department**

**Variance
Application
Packet**





DEVELOPMENT APPLICATION FEES

City of Cleburne
10 N. Robinson St.
Clebune, TX 76033
817-645-0947

Zoning

| | |
|---|--------|
| Zoning Change | \$ 150 |
| Planned Development District (PD) | \$ 150 |
| Amendment to an existing PD to add, delete or change a special condition | \$ 150 |
| Specific Use Permit (SUP) | \$ 150 |

Platting

| | | |
|----------------------|-------------|--------------------|
| Preliminary Plat | \$ 250 | + fee per acre |
| <u>Fee per acre:</u> | | |
| 5 acres or less | \$ 5.00/ac. | |
| 6 to 10 acres | \$ 4.00/ac. | |
| 11 to 50 acres | \$ 3.60/ac. | |
| 51 to 150 acres | \$ 2.90/ac. | |
| 151 or more | \$ 2.30/ac. | |
| Final Plat | \$ 250 | + fee per lot |
| <u>Fee per lot:</u> | | |
| 10 lots or less | \$ 3.50/lt. | |
| 11 to 50 lots | \$ 2.80/lt. | |
| 51 to 150 lots | \$ 2.25/lt. | |
| 151 to 500 lots | \$ 1.80/lt. | |
| 500 or more | \$ 1.45/lt. | |
| Amended & Minor Plat | \$ 250 | |
| Replat | \$ 250 | + \$ 10.00 per lot |

Variations and Appeals

| | |
|------------------------|--------|
| Variance and/or Appeal | \$ 400 |
| Sign Variance | \$ 750 |

The Codes & Ordinances of the City of Cleburne are available at www.clebune.net/zoningordinance



COMMUNITY DEVELOPMENT APPLICATION

City of Cleburne
10 N. Robinson St.
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817-645-0947

APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Straight Zoning Change | <input type="checkbox"/> SUP – Parking Reduction | <input type="checkbox"/> Minor Plat/Minor Replat | <input type="checkbox"/> Zoning Variance (ZBA) |
| <input type="checkbox"/> Planned Development (PD) | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Interpretation Appeal (ZBA) |
| <input type="checkbox"/> PD Amendment | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Site Plan/Landscape Plan | <input type="checkbox"/> Sign Variance |
| <input type="checkbox"/> Specific Use Permit (SUP) | <input type="checkbox"/> Replat | <input type="checkbox"/> Voluntary Annexation | <input type="checkbox"/> Other: _____ |

PROPERTY INFORMATION

Project Name: _____

Project Address (Location): _____

Legal Description (Lot & Block): _____

Proposed Number of Lots: _____ Gross Acres: _____ Land Use District: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT ■ OWNER INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____

City: _____ State: _____ ZIP: _____ Email: _____

Applicant's Status: (check one) Owner Representative Tenant Prospective Buyer

Property Owner: _____ Company: _____

Address: _____ Tel: _____

City: _____ State: _____ ZIP: _____ Email: _____

Required Signatures

APPLICANT:

NAME OF APPLICANT (PRINT): _____

SIGNATURE: _____ Date: _____

PROPERTY OWNER: (IF OTHER THAN APPLICANT)

NAME OF PROPERTY OWNER (PRINT): _____

SIGNATURE: _____ Date: _____

For Departmental Use Only

Case #: _____

Total Fee(s): _____

Receipt #: _____

Date Submitted: _____

Accepted By: _____

Rev 1/20



VARIANCE APPLICATION CHECKLIST

City of Cleburne
10 N. Robinson St.
Cleburne, TX 76033
817-645-0947

INSTRUCTIONS The Community Development Department reviews each variance application based on the items in the following checklists and the requirements of the City of Cleburne's Code of Ordinances. Applicants are encouraged to familiarize themselves with the requirements of the Code and are encouraged to meet with a Community Development staff member to determine the type of plans required for review. Copies of the Code are available for purchase from the Community Development Department. The Code is also available free of charge at www.cleburne.net/zoningordinance.

SUBMITTAL REQUIREMENTS

The following items must be submitted with this application:

- Two (2) 8.5" x 11" copies of the survey with legal description
- Two (2) 8.5" x 11" copies of the Site Layout (drawn to scale showing proposed variance request)
- Two (2) 8.5" x 11" copies of the Letter of Intent (detailing the variance request)
- One (1) digital copy of all submittal documents (CD or USB flash drive)
- Any additional drawings the applicant considers necessary to demonstrate the variance request. Drawings of the site should be to scale.

A. Zoning Board of Adjustment Variance Requirements

The Zoning Board of Adjustment is given the authority to hear and grant variances related to the provisions of Chapter 155: Zoning based on certain criteria - see Section 156.17 Board of Adjustment.

Every Zoning Board of Adjustment variance application must be accompanied by a survey exhibit, site layout of the proposal, and letter of intent detailing the variance request. Applications will be deemed incomplete if any of the required supporting materials are not included with the application submittal.

At a minimum, the letter of intent shall include the following information:

- Specific provision(s) of the Zoning Ordinance for which the variance is being requested;
- Describe specifically the variance being requested;
- Explain how the literal enforcement of the Zoning Ordinance will create an unnecessary hardship or practical difficulty in the development of the affected property;
- Explain how the situation causing the hardship or difficulty is not self-imposed;
- Explain how the relief sought will not injure any permitted use of adjacent conforming property;
- Explain how the granting of a variance will be in harmony with the spirit and intent of the regulation(s) of the Zoning Ordinance.

B. Sign Variance Requirements

The City Council is given the authority to hear and grant variances related to the provisions of Chapter 156: Sign Regulations based on certain criteria - see Section 156.10 Appeals and Variances.

Every sign variance application must be accompanied by a property survey, site layout of the proposal and letter of intent detailing the variance request. Applications will be deemed incomplete if any of the required supporting materials are not included with the application submittal.

At a minimum, the letter of intent shall include the following information:

- Specific provision(s) of the Zoning Ordinance for which the variance is being requested;
- Describe specifically the variance being requested;
- Explain how the literal enforcement of the Zoning Ordinance will create an unnecessary hardship or practical difficulty

- in the development of the affected property;
- Explain how the relief sought will not injure any permitted use of adjacent conforming property;
- Explain how the granting of a variance will be in harmony with the spirit and intent of the regulation(s) of the Zoning Ordinance.

C. Parking Reduction Variance Requirements

The City Council may grant a special exception use permit, after a public hearing, resulting in a reduction in the number of required on-site parking spaces upon presentation of documentation or other evidence justifying the reduction, subject to full compliance with any and all conditions as the City Council may impose for the protection of the public health, safety and property – see Section 155.16 Special Exception Use Permits for Parking Space Requirements.

A special exception use permit shall expire if a building permit is not issued and construction begun within six months of the granting of the special exception use permit or if the use for which the permit is granted ceases for a period of six months.

Every parking reduction variance application must be accompanied by a survey exhibit, site layout of the proposal and letter of intent detailing the variance request. Applications will be deemed incomplete if any of the required supporting materials are not included with the application submittal.

At a minimum, the letter of intent shall include the following information:

- Specific provision of the Zoning Ordinance for which the variance is being requested;
- Describe specifically the square footage of occupied space on the property, the number of parking spaces required by the Zoning Ordinance and the number of parking spaces requested with the variance;
- Describe specific reasons that justify the request for the special exception use permit for a reduced number of parking spaces for the subject property;
- Explain how the literal enforcement of the Zoning Ordinance will create an unnecessary hardship or practical difficulty in the development of the affected property;
- Explain how the relief sought will not injure any permitted use of adjacent conforming property;
- Explain how the granting of a variance will be in harmony with the spirit and intent of the regulation(s) of the Zoning Ordinance.

Acknowledgments

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Zoning Board of Adjustment or City Council. I understand that it is my responsibility to have the Applicant and/or Owner present at the Zoning Board of Adjustment or City Council meeting.

Printed name: _____

Owner Applicant

Signature: _____ Date: _____

AUTHORIZATION OF REPRESENTATION
USE ONLY IF ANOTHER ENTITY WILL BE REPRESENTING THE REQUEST

Date: _____

I/we _____, authorize _____ to represent
YOU OR YOUR ORGANIZATION YOUR REPRESENTATIVE

me/us in all scheduled hearings and meetings before the City of Cleburne

regarding the variance request for the property located at _____.
ADDRESS OR LEGAL DESCRIPTION

Thank you for helping us resolve this request.

Sincerely,

State of Texas §
County of Johnson §

BEFORE ME, the undersigned authority, in and for said County, Texas, on this day personally appeared

_____, known to me to be the person whose name is

subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the

purposes and consideration therein expressed. GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the

day of _____, A.D. _____.

Notary Public in and for Johnson County, Texas