



Variance Request

City of Mexia
Building Department
101 N McKinney Mexia, Texas 76667
Office #: (254) 562-4184
Fax #: (254) 562-0828
permits@cityofmexia.com

Variance Defined: Variance means a departure from any provision of the zoning regulations for a specific parcel of property, except use, without changing the zoning ordinance or the underlying zoning of the parcel of property and where the action will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of actions or the situation of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship. Refer to Zoning Ordinance No. 2009-07-01 for further information.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. If the application is incomplete or inaccurate, your project will be delayed until corrections and/or additions are received.

Date _____

Applicant Name: _____ **Mailing Address:** _____

Phone: _____ **Email:** _____

Owner Name: _____ **Mailing Address:** _____

Phone: _____ **Email:** _____

Description of Proposed Property _____

Legal Description of Property _____

Limestone CAD Identification Number: _____ **Zoning:** _____

Current Use of Property: _____

Variance Requested*: _____

Description of hardship letter must be submitted in conjunction with this application. The criteria for a hardship are outlined in the attached document titled "Description of Hardship." In the letter, state variance(s) requested specifically and in detail (identify section and requirement). Please attach separate sheets(s) as necessary.

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Applicant
Signature _____ Date: _____

Owner
Signature _____ Date: _____



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Submittal Requirements

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Mexia.

A complete application must include:

- **Letter explaining the variance in detail, including Description of Hardship**
- **Metes & Bounds of property**
- **Site Plan, Plot Plan, or Drawing showing the requested variance**
- **Other necessary information (maps, drawings, pictures, etc.) to explain the variance**

In granting special exceptions, the Board of Adjustments (BOA) may impose such conditions as are necessary to protect adjacent property owners and to ensure the public health, safety and general welfare, including but not limited to conditions specifying the period during which the nonconforming use may continue to operate or exist before being brought into conformance with the provisions of this Ordinance.

The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

Description of Hardship

Please provide a letter explaining the hardship, demonstrating the following (address each variance requested):

1. Such variance will not be contrary to public interest;
2. Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located;
3. Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district;
4. Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought;
5. Such variance will be in harmony with the spirit and purposes of this chapter;
6. The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to, or the result of, general conditions in the district in which the property is located;
7. The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district, and
8. The variance will not adversely affect the health, safety or welfare of the public.

*Financial hardship shall not be considered grounds for the issuance of a variance.