



## CITY OF ALAMO

### COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

#### VARIANCE APPLICATION REQUIREMENTS

1. Site inspection must be conducted by the City Inspector or City designee before completing an application.
2. Application must be completed with a statement of hardship and the purpose for the variance.
3. Warranty deed or other legal document must accompany the application.
4. A complete site plan to scale (example: 1" = 100') must accompany the application. Site plan shall include all existing buildings, property lines, street lines, any proposed construction, and measurements from all proposed and existing buildings to the property lines. Also measurements from any proposed construction to any other adjacent buildings or structures on adjacent lots.
5. A non-refundable Two hundred fifty dollars (\$250.00) application fee must accompany the application.
6. **The Regular Planning and Zoning Commission Meeting is held on the third Wednesday of every month and convenes at 6:00 p.m.** The application must be submitted with all the required documentation at least thirty (30) days prior to the monthly meeting.
7. All applications must be presented to the City of Alamo Board of Commissioners for final consideration. The Board of Commissioners meets on the first and third Tuesday of every month and convenes at 7:00 p.m.
8. **Any proposed construction must commence within sixty (60) day of approval, otherwise the variance will be voided.**

If there any questions, please contact the Community Planning & Development Department at (956) 787-0006.



CITY OF ALAMO

COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

VARIANCE REQUEST APPLICATION

Date: \_\_\_\_\_

Presented by: \_\_\_\_\_

Physical address: \_\_\_\_\_  
City State Zip Code

Mailing address: \_\_\_\_\_  
City State Zip Code

Legal description: Lot(s) \_\_\_\_\_ , Block \_\_\_\_\_ , \_\_\_\_\_  
Subdivision

Phone: Home \_\_\_\_\_ Other \_\_\_\_\_

Notice is hereby given that as owner of the above property, a variance request or petition to the City of Alamo is being made for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Said variance request or petition is set for a hearing by the Planning and Zoning Commission at \_\_\_\_\_ P.M. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the Alamo City Hall, at which time all interested citizens are invited to attend.

Statement of Hardship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that said variance request may or may not be approved by the Planning and Zoning Commission and the Alamo Board of Commissioners and that the application fee of (\$250.00) is non-refundable even if the application is withdrawn. I also understand that all the required information must be completed before the application can be processed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\* \* \* \* \*

**FOR OFFICIAL USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee (\$250.00):

Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Money Order No. \_\_\_\_\_