



Variance Request Application

Must be accompanied by a Master Application

May 2019

City of Hutto Development Services
 500 W. Live Oak Street
 Hutto TX 78634
 Permits & Inspections: 512-846-2640
 Planning: 512-759-3479
 Engineering: 512-759-4038
 planning@huttotx.gov
 building@huttotx.gov
 www.huttotx.gov

PROJECT NAME: _____

PROPERTY ADDRESS: _____

**** Pre-application meeting with Development Services staff. (Required for all Variance Applications.) ****

Variance Type (Check One)

- Site Design Standards Subdivision Standards Sign Standards _____

FEES: Required at application submittal. Fees may be provided by cash, credit card or check made payable to: *City of Hutto (See: City of Hutto Development Fees)*

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted

- Complete Master application and Variance application.
- Applicant has coordinated with staff on submittal requirements.
- Proof of ownership (copy of deed).
- Letter describing the nature of the request.
- Letter of response to the review criteria (findings). All findings must be addressed.
- Field Notes and sketch of property by a registered professional land surveyor (1) 8½" x 11".
- All submittal documents provided on a CD (disk) or other compatible electronic storage device.

ADDITIONAL REQUIREMENTS FOR SITE DESIGN STANDARDS / SUBDIVISION STANDARDS VARIANCES:

- Detailed site plan of property showing north arrow, scale, dimensions, setbacks, and property lines.
- List of all property owners (from WCAD) within 200-ft of subject property.
- Photographs to support request.
- Copy of final plat related to the request.

ADDITIONAL REQUIREMENTS FOR SIGN STANDARDS VARIANCES:

- Sketch of property (to scale) showing proposed sign placement (1) 8 ½" x 11".
- Photo or drawing of proposed signage.

REVIEW CRITERIA (FINDINGS):

1. There are unique conditions peculiar to the parcel, such as an unusual shape, that do not exist on adjacent parcels.
2. Strict application of the UDC deprives the applicant of rights commonly enjoyed by other land in the area or land with a similar zoning designation.
3. The variance is in harmony with the spirit of the UDC and the community, neighborhood and other applicable land use and development plans, and will not adversely affect property near the subject site.
4. Conditions resulting in the request are not self-created by disregard or ignorance of the UDC.
5. The variance does not confer special privilege that the UDC does not permit on other lands, structures or buildings in the same zoning district.
6. The variance is the minimum necessary to grant relief.

PROCESSING:

- Application intake, staff review and determination that it is complete, meeting scheduling, public notification (mailed/website notification).
- Notification is required 16 days prior to your scheduled meeting date (mailed notice: Site Design/Subdivision only).
- **Approved variance is valid for one (1) year from date of approval.**
- Documents are to be recorded with the Williamson County Clerk, fees may apply (Zoning Board of Adjustment only).

FOR DEPARTMENT USE ONLY:

Submittal date	Date accepted for review	Payment type	Fees paid	Mtg. date



MASTER APPLICATION

Must accompany all application types unless otherwise indicated

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PROJECT NAME: _____

APPLICATION TYPE: _____

APPLICANT INFORMATION (property owner or authorized agent) this will be the City's official contact.

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Legal Description: Deed Lot(s) _____ Block _____ Subdivision _____

Reference: Volume _____ Page(s) _____ or Document No. _____

City Limits ETJ Current Zoning District: _____

PROPERTY OWNER INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, 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 executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this ___ day of _____, 20___

(Seal)

Notary Public Signature

Notary Public Printed Name

If there are multiple property owners attach separate page(s) with notarized signature(s)