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**REZONING**  
**CONDITIONAL USE**  
**SPECIAL USE PERMIT**  
**VARIANCE/WAIVER**  
**APPEAL OF ADMINISTRATIVE DECISION**  
**PLANNED UNIT DEVELOPMENT**  
**DEVELOPMENT AGREEMENT**  
**COMPREHENSIVE PLAN AMENDMENT**

**(CHECK APPROPRIATE BOX):**

A variance/waiver/conditional use/special use request should be submitted at least four weeks prior to a meeting of the Planning and Zoning Commission or Board of Adjustment to provide for adequate time for staff review and analysis and posting and advertising as required for each application. The form must be completely filled out and all fees paid.

- Zoning: FROM** \_\_\_\_\_ **District Zoning**  
**TO:** \_\_\_\_\_ **District Zoning**  
*Zoning district categories listed on next page. Please complete justification sections 1 & 3*

Fee:	Zoning Request	\$300.00 + \$30.00 per acre
	Technology Fee	\$15.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

- Conditional Use Permit:** \_\_\_\_\_

Fee:	Conditional Use Permit	\$250.00
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

- Special Use Permit:** \_\_\_\_\_

Fee:	Special Use Request	\$250.00+ 30.00 per acre
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

- Variance:** \_\_\_\_\_  
*Ordinance Number and Ordinance Section Number. Please complete justification sections.*

Fee:	Variance	\$250.00 + \$30.00 per acre
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

**Appeal of Administrative Decision or Planning and Zoning Decision:**

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*Please attach a separate document identifying the decision and any information pertinent to your appeal.*

Fee	\$400.00
Technology Fee	\$10.00

**Planned Unit Development:**

Fee	Planned Unit Development (Land Use Only)	\$600.00 + \$40.00 per acre
	Technology Fee	\$25.00
	Amendment	\$ ½ Original Fee
	Technology Fee	\$15.00

**Development Agreement Consultation:**

Deposit	\$6000.00
Actual Costs	\$ +/- billed costs for engineering and legal consultation

**Comprehensive Plan Amendments:**

Fee	\$350.00
Technology Fee	\$15.00

**Other:** \_\_\_\_\_

**Zoning District Categories:**

- A Agricultural (A) district zoning
- R-1 Single Family Residential – 1 (R-1) district zoning.
- R-2 Single Family Residential – 2 (R-2) district zoning.
- R-3 Multi-family Residential (R-3) district zoning
- R-4 Multi-family Special Needs (R-4) district zoning
- OS Open Space (OS) district zoning
- M-1 Manufactured Housing (M-1) district zoning
- M-2 Manufactured Housing Park (M-2) district zoning
- NB Neighborhood Business (NB) district zoning
- DB Downtown Business (DB) district zoning
- I Institutional (I) district zoning
- C-1 Light Commercial (C-1) district zoning
- C-2 Medium Commercial (C-2) district zoning.
- C-3 Heavy Commercial (C-3) district zoning
- IN-1 Light Industrial ((I-1) district zoning
- IN-2 Heavy Industrial (I-2) district zoning
- PUD Planned Unit Development (PUD) district zoning

## **Rezoning/Variance/Waiver Justification**

***Rezoning/Variance/Waiver Justification:***

NOTE: The reviewing entity must determine the existence of, sufficiency of and weight of evidence supporting the findings described below. Therefore, you must complete each of the applicable Findings Statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional support documents.

**REASONABLE USE:**

1. The zoning regulations applicable to the property do not allow for a reasonable use because:

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**HARDSHIP:**

2. (a) The hardship for which the variance/waiver is requested is unique to the property in that:

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- (b) The hardship is not general to the area in which the property is located because:

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**AREA CHARACTER:**

3. The zoning change or variance/waiver will not alter the character of the area adjacent to the property, will not impair the use of adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

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**NOTE: The reviewing entity cannot grant a zoning change or variance/waiver that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.**

## **REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

**The following items are required to be submitted to the City in order for the Variance/Waiver/Zoning/Conditional Use/Special Use Request to be accepted for review.**

1.
  - A. Two sets of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) any part of which is located within three hundred (300) feet of the perimeter of the land for which the variance is requested. These are to be the addresses of the property owners not the physical address of the property within 300 ft.
  - B. A tax map or maps highlighting the subject property and showing the line extending three hundred (300) feet from the perimeter of the subject property.
2. Copy of current deed for subject property.
3. Letter of intent (letter stating why you want to rezone the property in question or why you are requesting a variance to the requirements of the Zoning Ordinance). A variance request may not be made on the grounds of a financial hardship. Variances/waivers may be granted for unique hardship or practical difficulties on meeting the requirements of the Ordinance.

(ALL OF THE ABOVE INFORMATION MUST BE SUBMITTED TO THE DIRECTOR OF DEVELOPMENT SERVICES AT LEAST 4 WEEKS BEFORE THE FIRST AVAILABLE PLANNING AND ZONING COMMISSION, BOARD OF ADJUSTMENT OR CITY COUNCIL MEETING. THE PLANNING AND ZONING COMMISSION MEET ON THE SECOND WEDNESDAY OF EACH MONTH).

IF ALL OF THE ABOVE INFORMATION IS NOT COMPLETELY AND TIMELY SUBMITTED TO THE DIRECTOR OR DEVELOPMENT SERVICES OR CITY SECRETARY THE SCHEDULING OF THE ITEM MAY BE DELAYED.

4. The City places an ad in the Austin Chronicle for a Public Hearing on subject requests.
5. Signs must be placed on the property, by the person making the request, notifying the public of the dates and times of the Planning & Zoning Commission, Board of Adjustment or City Council meetings. This must be done for all meetings. Signs must be placed on the property at least 15 days prior to the meeting dates.