



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 voice: (940) 349-8541

www.cityofdenton.com

Subdivision Variance Application and Checklist

Property Information:

Project Name: Parcel(s) Tax ID# (Required):

Project Address (Location): Total Acres:

Previous Project Number (If Applicable):

Existing Zoning: # of Existing Lots: # of Existing Units:

Proposed Zoning: # of Proposed Lots: # of Proposed Units:

Owner Information and Authorization:

Name:

Company Name:

Address:

Telephone: Email:

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
I hereby designate (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: Date:

STATE OF TEXAS COUNTY OF BEFORE ME, a Notary Public, on this day

personally appeared (printed owner's name) the above signed, who, under oath, stated the following: "I

hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the day of , 20.

Notary Signature

(seal)



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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **Subdivision Variance**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

Items to be submitted:

- Application and Checklist.**
- Associated Fee(s):** as listed on the **Development Review Fee Schedule**.
- Project Narrative:** Written proposal for the project. Describe the purpose of the Subdivision Variance request. Please cite the section of the code in which the variance is to be applied.
- Rationale for the Variance:** Written answers to the following five criteria as per Denton Development Code Subchapter 35.3.5:
 1. Granting the variance will not be detrimental to the public safety, health, or welfare or injurious to other property.
 2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property.
 3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out.
 4. The variance will not in any manner vary the provisions of the Zoning Ordinance, Denton Development Plan, Master Plan or Studies, except that those documents may be amended in the manner prescribed by law.
 5. The special or peculiar conditions upon which the request is based did not result from or were not created by the act or commission of the owner or any prior owner, subsequent to the date of creation of the requirement from which a variance is sought.
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- Subdivision Variance Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**