



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Permit Number: _____
Submittal Date: _____
<i>office use only</i>

## Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

[permits@castrovilletx.gov](mailto:permits@castrovilletx.gov)

## Application for Variance – Planning and Zoning Commission

**Any application that is missing information will be considered incomplete and will not be processed.**

1. Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the timesubmitted.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Property Address/Location: \_\_\_\_\_

3. Legal Description:

Name of Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

4. Existing Use of Property: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

5. The variance(s) requested being more the boards consideration for relief from:

Ordinance Number \_\_\_\_\_, Article \_\_\_\_\_, Section \_\_\_\_\_ to permit

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. The following shall be furnished by the applicant. For more detail, please see the Application Requirements:

- Building plan, sketch, plat, and/or survey as may be required for the purpose of clearly and accurately depicting the type and extent of relief being sought.
- Photos of the property, which help depict the variance being sought.
- Findings Required for Variance, which is the explanation of hardship, based upon the criteria for granting such a variance.

***The undersigned hereby requests to be granted the variance(s) to the regulations established by the Code of Ordinances of the City of Castroville, TX, of the above described property as indicated.***

Applicant's Name (Printed) \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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

## **INFORMATION SECTION**

Please read the following information regarding Variances prior to submitting an application.

**Any application that is missing information will be considered incomplete and will not be processed.**

### **APPLICATION DUE DATE/DATE OF HEARING:**

All applications are due by the date on the chart attached. There will not be a waiver of date, so please plan accordingly. Applications will be reviewed for completeness by Community Development staff.

### **REQUIRED FEES:**

<b>Application Fee</b>	\$200.00
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### **APPLICATION REQUIREMENTS**

To apply for a variance request please submit the following regarding your project:

1. Site plan showing the location of the structure of property on its lot;
2. Photographs of all elevations of the structure or property and details pertaining to the proposed work;
3. Detailed description of the proposed work;
4. Elevation drawings of the proposed changes, if applicable;
5. Samples of, or appropriate information concerning materials to be used;
6. Findings Required for Variance, which is the explanation of hardship, based upon the criteria for granting such a variance.
7. Any other information which the Planning and Zoning Commission or staff deems reasonably necessary to visualize and evaluate the proposed work;

### **LETTER OF AUTHORIZATION:**

If the applicant is not the property owner, a letter signed by the owner authorizing the applicant to act on their behalf must accompany this application.

### **LETTER FOR FINDINGS**

In order to grant a variance, a letter must be present to provide your rationale for the board or commission granting your variance. The list of findings is on the following page.

### **LEGAL DESCRIPTION:**

If the property is not platted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries must accompany the application.

### **APPLICATION FOR VARIANCE PROCESS/PROCEDURE:**

1. Applicant completes an application for variance and submits said application with required attachment(s) and filing fees
2. The city will call a Planning and Zoning meeting based on the schedule provided and review for completeness after receipt of payment.
3. The City will publish a notice of public hearing in the City Newspaper at least 15 days prior to the Planning and Zoning Commission meeting date and mail notices to property owners within a 200-foot radius of the subject property at least 10 days prior to the meeting.
4. A meeting is held before the Planning and Zoning Commission at which time the commission recommends approval or denial of the variance to the City Council.
5. The City will publish a notice of public hearing in the City Newspaper at least 15 days prior to the City Council meeting date and mail notices to property owners within a 200-foot radius of the subject property at least 10 days prior to the meeting.
6. A meeting is held before the City Council at which time the City Council will approve or deny the variance request.

## **Planning and Zoning Commission**

### **FINDINGS REQUIRED FOR VARIANCES.**

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and
4. That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter.



# CITY OF CASTROVILLE

*Little Alsace of Texas*

**January 2023 – December 2023  
MEETING CALENDAR**

Planning and Zoning Commission <sup>1</sup>		Historic Landmark Commission	
Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline	Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline
January 11, 2023	December 5, 2022	January 17, 2023	January 2, 2023
February 2, 2023	January 3, 2023	February 21, 2023	February 6, 2023
March 8, 2023	January 30, 2023	March 21, 2023	March 6, 2023
April 12, 2023	March 6, 2023	April 18, 2023	April 3, 2023
May 10, 2023	April 3, 2023	May 16, 2023	May 1, 2023
June 14, 2023	May 8, 2023	June 20, 2023	June 5, 2023
July 12, 2023	June 5, 2023	July 18, 2023	July 3, 2023
August 9, 2023	July 3, 2023	August 15, 2023	July 31, 2023
September 13, 2023	August 7, 2023	September 19, 2023	September 4, 2023
October 11, 2023	September 4, 2023	October 17, 2023	October 2, 2023
November 8, 2023	October 9, 2023	November 21, 2023	November 6, 2023
December 13, 2023	November 6, 2023	December 19, 2023	December 4, 2023

Zoning Board of Adjustments - The board meets on an as needed basis in City Council Chambers on Mondays at 6:00 p.m. Variance requests will be presented to the board 30 days (the closest Monday to the 30<sup>th</sup> day) after the application, associated materials, and fee have been submitted.

<sup>1</sup> For purposes of the 30-day deadline for plat approval, the time starts when the Planning and Zoning Commission receives the application, which is not until the day of the meeting regarding that application.