



City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

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SPECIFIC APPLICATION FORM - VARIANCE

Section 3.9 (9) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ Pre-Application Conference prior to application submittal.
- ☐ Concept plan approval (if required).
- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ A title report.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ A copy of the legal description (metes and bounds) of the area encompassing the Variance request. If the property is platted, a copy of the plat should be provided.
- ☐ Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Acknowledgement that the sign posted by the City on the property fifteen (15) days prior to the public hearing will be maintained until the request is heard at the public hearing.
- ☐ Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.