

Application Fee: \$200.00  
Date Paid: \_\_\_\_\_  
ID #: \_\_\_\_\_



**City of El Campo**  
Inspections &  
Planning Department  
315 E. Jackson St.  
El Campo, TX 77437  
[cityofelcampo.org](http://cityofelcampo.org)

## VARIANCE REQUEST APPLICATION

DATE \_\_\_\_\_

**VARIANCE DEFINED:** Variance means a departure from any provision of the zoning regulations for a specific parcel of property, except use, without changing the zoning ordinance or the underlying zoning of the parcel of property and where the action will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of actions or the situation of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship. Refer to [Chapter 10 Unified Development Code](#) for further information.

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. If the application is incomplete or inaccurate, your project will be delayed until corrections and/or additions are received. Please submit complete application in person to the Permit Clerk or City Planner at City Hall (315 E. Jackson St., El Campo, TX 77437) or by email to City Planner, Krystal Hasselmeier at [KHasselmeier@cityofelcampo.org](mailto:KHasselmeier@cityofelcampo.org).

### Applicant

Name: \_\_\_\_\_ Complete Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_ Complete Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_

### Legal Description:

HCAD Tax ID #: \_\_\_\_\_ Abstract #/Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot/Tract: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Current Zone: \_\_\_\_\_

Variance Requested\*: \_\_\_\_\_

*Note: A description of hardship letter must be submitted in conjunction with this application. The criteria for a hardship are outlined in the "Description of Hardship". In the letter, state the variance(s) requested specifically and in detail (identify section and requirement). Please attach separate sheet(s) as necessary. \*Financial hardship shall not be considered grounds for the issuance of a variance.*

**This is to certify that the information on this form is complete, true, and correct and the undersigned is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date



## SUBMITTAL REQUIREMENTS

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

### **A complete application must include:**

- **Application Fee: \$200.00**
- **Tax Certificate from the County indicating property ownership and current tax payment status (taxes must be current to process application)**
- **Letter explaining the variance in detail, including description of hardship\*** (*see VARIANCE CRITERIA for details*)
- **Site Plan, Plot Plan, or Drawing showing the requested variance**
- **Other necessary information (maps, drawings, pictures, etc.) to explain the variance**

In granting special exceptions, the Board of Adjustments (BOA) may impose such conditions as are necessary to protect adjacent property owners and to ensure the public health, safety and general welfare, including but not limited to conditions specifying the period during which the nonconforming use may continue to operate or exist before being brought into conformance with the provisions of this Ordinance.

**The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.**

## PROCESS

City Staff will provide all the details the Board of Adjustments (BOA), who will need to make a determination. It is always in the best interest of the applicant to be present for the meeting to answer any specific questions the commissioners might have. The public hearing will allow anyone to speak and offer support or protest the request. Once the public hearing is complete, the BOA can choose to table the discussion (if they need additional information, etc.), or choose to vote for or against the request. If approved, a report and ordinance amending the zoning ordinance will be placed on the City Council agenda for consideration. If approved, the amending ordinance will become part of the record.

## VARIANCE CRITERIA

Variance Requests must demonstrate the following:

- 1) Will not be contrary to public interest.
- 2) Will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located.
- 3) Will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
- 4) Will not alter the essential character of the district in which it is located or the property for which the variance is sought.
- 5) Will be in harmony with the spirit and purposes of this chapter.
- 6) **HARDSHIP\*** - The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to, or the result of, general conditions in the district in which the property is located.
- 7) Will not substantially weaken the general purposes of the regulations established for the specified district.
- 8) Will not adversely affect the health, safety or welfare of the public.

***\*Financial hardship shall not be considered grounds for the issuance of a variance.***