



Variance Application

Department of Planning &
Community Development
800 Main Street 2nd Floor
PH: (972) 205-2445
Fax: 972 205-2474

CONTACT INFORMATION

Property Owner: _____ Contact: _____
Owner Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Telephone: _____ (Fax) _____
Applicant/Agent: _____ Contact: _____
 Engineer Architect Surveyor Owner
Applicant/Agent Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Telephone: _____ (Fax) _____

REQUIRED

PROPERTY INFORMATION

Property Address: _____
(or general location if no address is available)
Legal Description of Property: _____
Lot No. _____ Block No. _____ Acreage: _____ Existing Zoning District: _____
If property is unplatted, include Metes and Bounds description on a CD/Flash in Microsoft Word format.

REQUIRED

SELECT APPLICABLE

REQUEST TYPE

- Screening and Landscaping
- Signage
- Building Line Modification
- Alley Development (5+ lots)
- Sidewalk Development
- Tree Preservation (*City Council only*)

REQUIRED

- Application Fee: _____
- Legal Description of Property
- Completed Application
- Presubmittal Number: _____
- Case Number: _____
- Date Received: _____

OFFICE USE ONLY

ALL VARIANCE REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION.

SUBMITTAL DOCUMENTS

STAFF APPLICANT

- Completed application
- Filing fee
- Electronic copy of the metes and bounds legal description in Microsoft word format
- Written description of request (associated variance requests require justification)
- Drawings: (11 COPIES) 24" x 36" Black Line prints (Folded) and (1 COPY) 8 1/2" x 11" (drawings submitted are based on type of request; see Technical Checklist for submittal details)

REQUIRED

Staff Applicant

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Written Detailed Description of the request |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Elevation and Signage Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Plan |

Refer to Technical Checklist for specific requirements of each submitted plan. Staff may request additional information as necessary to assess the request.

Please provide specific details regarding the request as well as justification for the proposed variance(s) in the space provided below. Please provide all necessary attachments with the application.

The following information shall be included on each 24"x36" sheet:

- Project title, date, north arrow, address, name of owner, company name, addresses, and telephone number
- Vicinity map
- Engineering scale
- Boundary lines with bearings and dimensions
- Presubmittal Number

Site Plan Checklist

- All existing and proposed, off-street spaces, with dimensions of all parking bays and drive aisles;
- All on-street parking spaces (if applicable)
- Loading areas (if applicable)
- Ingress and egress related to parking areas
- Public and private driveways; adjoining streets
- A table that shows the building square footage of each use on the property, each use's corresponding parking requirement, and the number of parking spaces provided for each use and the type of parking area surface material
- Drainage and utility easements
- Lighting facilities
- Fire lanes
- Refuse facility details including pickup location(s), screening material, color, and dimensions
- Location of all buildings and other physical features within 50 feet of site
- In tabular form, indicate the following information about the site:
 - **Total area of site**
 - **Total floor area ratio**
 - **Total impervious cover in square feet**
 - **Percentage of site covered by impervious cover**
- Total building coverage
- Square footage of existing and proposed buildings
- Building height permitted/ building height proposed
- Finished floor elevations
- Parking required/ provided
- Show location of existing and proposed parking areas, vehicle use areas, loading docks, landscape islands and medians, amenities, walls, fences, sidewalks, pedestrian sidewalk ramps, and all other land improvements
- Label all roadway and proposed right-of-way dedications, drives, and pavement materials
- Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
- Existing or proposed refuse storage container location(s), screening material, color, and dimensions
- Location of all existing and proposed water, sanitary sewer, and storm water lines
- Location of existing drainage ways and significant natural features, and the impact(s) of proposed improvements
- In tabular form indicate the following information for each building:
 - **Proposed use and the gross square footage for each use within the structure**
 - **Height of building and Number of stories**
 - **Finished floor elevation(s)**
- Total gross square footage for building and for each floor
- Distance between buildings and all building setbacks
- Width of all unobstructed access roadways, including fire lanes, with appropriate finish grades, widths, lengths, turnarounds, and turning radii (T-section, hammerhead, cul-de-sac)
- All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
- All driveway dimensions and design specifications, driveway curb return radii, and profile of finished grades
- Proposed operation of driveways on site plan (i.e. one-way, two-way operation), identifying and labeling all physical barriers to vehicular access
- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations

Prepared by _____

Landscape Plan Checklist

- Base information of site plan
- Zoning reference
- Name of Landscape Architect and Property Owner
- In tabular form indicate the following:
 - o Total percentage of site area landscaped
 - o Total number of trees required and total number provided (including species, caliper inch at planting, size at maturity, symbology corresponding with graphic)
- Point of reference to accurately locate the site
- Boundary of existing property
- Existing and proposed buildings including size
- Proposed landscape buffers (Landscaping and landscaping buffers shall not be located within any utility easement)
- Landscape areas within the parking area (indicate that no parking space is greater than 100 feet from a required tree)
- Refuse facilities with type of screening to be used
- Loading areas with type of screening to be used
- Existing and proposed utility and drainage easements

Prepared by_____

Building Elevation and Signage Checklist

- Elevations of all four sides labeled north, east, south and west with the front elevation designated as such.
- Color and materials proposed on elevations. (use manufacturer name and color)
- Calculation table showing
 - Total surface area of each elevation excluding doors and windows
 - Proposed material and percentage used on each elevation excluding doors and windows
- Building dimensions (include articulations both horizontal and vertical)
- Six (6) required architectural elements labeled and shown in tabular form
- "Ghost" the location of roof mounted equipment.
- Location, dimension, sign type (e.g. monument, pylon, attached) material and color scheme of all signs on the site.

Prepared by_____

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete as per Section 1.16 of the Garland Development Code.

It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of \$1,000.00.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission and City Council.

Signature of Current Property Owner

Date

BEFORE ME, _____, on this _____ day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public in and for the State of Texas

Following is to be completed only if a person other than the owner is submitting this application.

Signature of Applicant/Agent

Date

BEFORE ME, _____, on this _____ day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

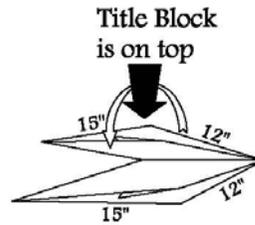
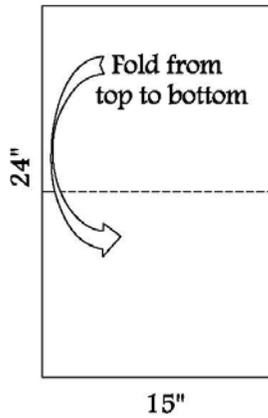
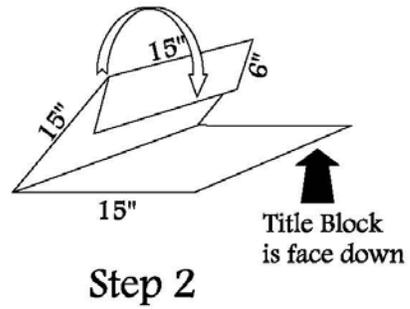
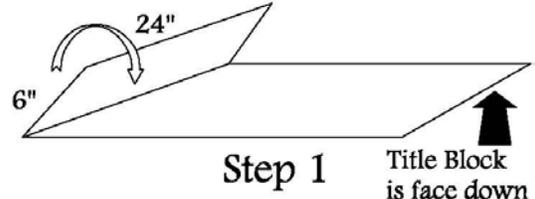
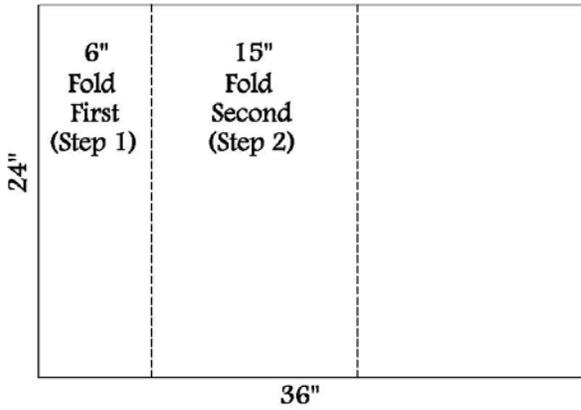
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20____.

My Commission Expires: _____

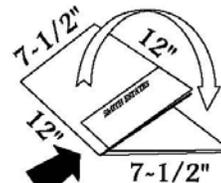
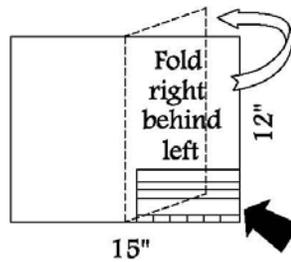
Notary Public in and for the State of Texas

FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO
OUTSIDE PORTION IS THE TITLE BLOCK

Folding a 24" x 36" Plat
 WITH TITLE BLOCK OUT



Step 3



Step 4