Date Received by City: _____

Received By Staff Initials: _____

144 Wilcox Drive
Eddy, TX 76524
(254) 859-5964
https://bruceville-eddy.us/

VARIANCE & ALTERNATIVE STANDARD APPLICATION

CONTACT INFORMATION

PROPERTY OWNER NAME_____

STREET ADDRESS_____

CITY_____STATE_____ ZIP CODE _____

PHONE_____ EMAIL_____

APPLICANT NAME_____

COMPANY _____

STREET ADDRESS_____

CITY_____STATE_____ ZIP CODE _____

PHONE_____ EMAIL_____

APPLICATION TYPE

☐ ALTERNATIVE STANDARD ☐ VARIANCE

PROPERTY INFORMATION	
PROJECT NAME	
PROPERTY ADDRESS	
CURRENT LEGAL DESCRIPTION	
TAX ID#	
LOCATED IN	☐ CITY LIMITS ☐ EXTRATERRITORIAL JURISDICTION ☐ HISTORIC DISTRICT OVERLAY

- Description of request & reference to section of the Code of Ordinances applicable to request:

- Description of the hardship or reasons the Variance or Alternative Standard is being requested:

- Description of how the project exceeds Code requirements in order to mitigate or offset the effects of the proposed variance or alternative standard requested:

APPLICANT'S SIGNATURE

The undersigned, hereby confirms that he/she/it is the owner of the above described real property and further, that _____ is authorized to act as my agent and representative with respect to this Application and the City's zoning amendment process.
(As recorded in the McLennan County Property Deed Records, Vol. __, Pg. _____.)

_____
Name

_____
Title

STATE OF TEXAS §
§
COUNTY OF MCLENNAN §

This instrument was acknowledged before me on the ____ day of _____,

202___ by _____.

_____
Notary Public, State of Texas

My Commission Expires: _____

_____
Name of Applicant

All required items and information (including all applicable above listed exhibits and fees) must be received by the City for an application and request to be considered complete. ***Incomplete submissions will not be accepted.*** *By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:*

_____ _____

Applicant Signature Date

CHECKLIST		
STAFF	**APPLICANT**	
☐	☐	Completed Application Form - including all required signatures and notarized
☐	☐	Application Fee (*$500 plus $2 per lot*)
☐	☐	PDF/Digital Copies of all submitted documents **When submitting digital files, a cover sheet must be included outlining what digital contents are included.**
☐	☐	Billing Contact Form
☐	☐	Photographs
☐	☐	Map/Site Plan/Plat/Plan Set
☐	☐	Architectural Elevations (if applicable)
☐	☐	Description and reason for request (*attach extra sheets if necessary)*
☐	☐	Proof of Property Ownership-Tax Certificate or Deed
☐	☐	Outdoor Lighting Standards Questionnaire (below)

COMPLIANCE WITH OUTDOOR LIGHTING STANDARDS

(Attach a copy of the PDD or Development Agreement if applicable)

*If proposed subdivision is in the City Limits, compliance with the Lighting Construction Details and Specification is required. If proposed subdivision is in the ETJ, compliance is required when set by a Development Agreement.

Voluntary compliance is strongly encouraged by those not required by above criteria.

☐ YES (REQUIRED) ☐ YES (VOLUNTARY*) ☐ NO

BILLING CONTACT FORM

Project Name: _____

Project Address: _____

Project Applicant Name: _____

Billing Contact Information

Name: _____

Mailing Address: _____

_____

Email: _____ Phone Number: _____

Type of Project/Application (check all that apply):

☐ Variance Request

☐ Alternative Standard Request

Applicants are required to pay all associated costs associated with a project's application for a permit, plan, certificate, variance, alternative standard, or agreement, regardless of City approval. Associated costs may include, but are not limited to, public notices and outside professional services provided to the City by engineers, attorneys, surveyors, inspectors, landscape consultants, lighting consultants, architects, historic preservation consultants, and others, as needed/required. Please see the City of Bruceville-Eddy's online Fee Schedule for more details. Fees must be paid in full in order to have your application filed with the City of Bruceville-Eddy; full payment is required before any processing can begin. By signing below, I am acknowledging that the above listed party is financially accountable for the payment and responsibility of these fees of ***$500 plus $2 per lot****.*

_____ _____

Signature of Applicant Date