



City of Leander Planning Department
 104 North Brushy Street
 PO Box 319
 Leander, Texas 78646-0319
 Fax (512) 528-2729
www.leandertx.gov

Project Name: _____
 Submittal Date: _____
 File #: _____
 (City will assign)

ZONING VARIANCE OR WAIVER

APPLICATION & CHECKLIST

PLEASE SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO SUBMIT THIS APPLICATION:

Ellen Pizalate
 Planning Coordinator
 512-528-2750
epizalate@leandertx.gov

Robin Griffin
 Senior Planner
 512-528-2763
rgriffin@leandertx.gov

Martin Siwek
 Planner
 512-528-2712
msiwek@leandertx.gov

INSTRUCTIONS

- A variance request should be submitted at least four weeks prior to a meeting of the Board of Adjustment, Planning & Zoning Commission or other body authorized to consider such variance to provide for adequate time for staff review and analysis.
- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.leandertx.gov) or at City Hall.
- City ordinances can be obtained at our website or City Hall.

TYPE OF VARIANCE (CHECK APPROPRIATE BOX):

- Zoning:** _____
 Address
- Other:** _____
 Identify

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department in order for the Variance Request to be accepted for review.

- ___ 1. Completed and signed application/checklist.
- ___ 2. One set of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) any part of which is located within 200 feet of the perimeter of the land for which the variance is requested.
- ___ 3. A tax map or maps highlighting the subject property and showing the line extending 200 feet from the perimeter of the subject property.
- ___ 4. Letter of intent describing the proposed appeal and stating the reasons/justification for request.
- ___ 5. Copy of current deed for subject property.
- ___ 6. Filing Fee (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	\$ 400.00
Owner Notification Fee – \$5.00 per owner notification:	\$ _____
Notification Sign – \$30.00 per sign (one sign at edge of roadway frontage with signs no more than 300' apart along frontage):	\$ _____
Public Hearing Notification:	\$ 150.00
Professional Recovery Fee:	\$ 250.00
TOTAL FEE (due at the time of application submission):	\$ _____

