



Zoning Board of Adjustments Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the “Submittal Checklist” below are submitted with your application. One or more of the required documents may be waived due to the size of the parcel, the number of lots being created, the proposed use or the adequacy of existing infrastructure servicing the location. However, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Feasibility reviews with our Development Review Committee (DRC) are available to help answer these questions prior to the formal submittal of applications. (Please call the number above to schedule an appointment.) Submit applications and accompanying documents to the Customer Service Lobby at the address above **no later than Tuesday AT 12:00 P.M.** For a detailed checklist of items required on plats and plans and a general timeline for your application to be approved, go to www.leaguecity.com/planning.

If no resubmittal or reasonable attempt to move the project forward has been made within six-months of a submittal, the application will be deemed dormant and a new application will be required.

PROJECT TYPE

Check the type of plan that applies to your submittal.

- Variance to Zoning Ordinance**
Request to depart from a Zoning Ordinance requirement as permitted when the regulation, if adhered to, would cause practical difficulties, unnecessary hardship and inconsistency with the general purpose of the Ordinance. *Approval authority – Zoning Board of Adjustments (ZBA)*
- Variance to Sign Ordinance**
Request to depart from a Sign Ordinance requirement as permitted when the regulation, if adhered to, would cause practical difficulties, unnecessary hardship and inconsistency with the general purpose of the Ordinance. *Approval authority – Zoning Board of Adjustments (ZBA)*
- Appeal to Administrative Official’s Decision**
Request to reverse an order, requirement, decision, or determination of an administrative official. *Approval authority – Zoning Board of Adjustments (ZBA)*

SUBMITTAL CHECKLIST

- Universal Development Application – complete with all required signatures
*The application must be signed by the owners of the property. If the applicant is the designated agent, the application shall include a Letter of Authorization from the property owners authorizing the agent to file the application on his behalf. If the property has multiple owners, applications must include a Letter of Authorization from each property owner. **All properties owned by business entities shall provide certified documentation indicating the names of all owners and legal designees of the business. This can include, but is not limited to, title reports, Articles of Incorporation, Certificates of Formation, Certificates of Status, or meeting resolutions.***
- A Title Report
- Application Fee – \$300
- Applicant’s Statement – Supporting details describing the reason for the variance or appeal to administrative official’s decision is being requested, including section(s) of the Zoning Ordinance to be varied or appealed from. The statement shall also include the existing and proposed uses of the property. Finally, the statement shall also address the following adjustments for variance requests ONLY. (NOTE: ZBA may grant a variance only if it finds ALL of the following adjustments are met.)
 1. Such variance will not be contrary to the public interest.
 2. Such variance 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. Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
 4. Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
 5. Such variance will be in harmony with the spirit and purposes of this chapter.
 6. 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. The variance will not substantially weaken the general purposes of the Zoning Ordinance, or the regulations established for the property’s zoning district.
 8. The variance will not adversely affect the health, safety and welfare of the public.
- Setback variance request – Submit survey of property labeling proposed and existing encroachments along with photographs of site*
- Sign variance request – Submit illustrations of signs with labeled dimensions describing color*

APPLICANT CERTIFICATION

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____

Date: _____



City of League City Universal Development Application

Incomplete applications will not be accepted.

Indicate "NA" when an item does not pertain to your application.

APPLICATION TYPE – PLEASE USE SEPARATE APPLICATIONS FOR EACH TYPE OF PROJECT SUBMITTED

<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Infrastructure
<input type="checkbox"/> Variance	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Master Plan Revision	<input type="checkbox"/> PUD Revision
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Plat	<input type="checkbox"/> Historic Commission

PROJECT INFORMATION

Project Address: _____

Legal Description: _____

Parcel #(s): _____ Property Platted: YES NO

Current Zoning: _____ Total Acreage: _____ Total Lots: _____

Project Description: _____

APPLICANT & OWNER INFORMATION

Applicant Name: _____ Phone: _____

Company Name: _____ Fax #: _____

Mailing Address: _____ Email: _____

Owner Name: _____ Phone: _____

Company Name: _____ Fax #: _____

Mailing Address: _____ Email: _____

DISCLAIMER & SIGNATURE

I CERTIFY THAT I AM THE OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY (WITH SIGNED LETTER OF AUTHORIZATION) AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN MADE AND ALL DATA, INFORMATION AND EVIDENCE HEREWITH SUBMITTED ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT. FURTHERMORE, I HEREBY IRREVOCABLY AUTHORIZE THE CITY OF LEAGUE CITY, ACTING THROUGH ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, TO ENTER UPON THE SUBJECT PREMISES AND INTO ANY STRUCTURES THEREON, FOR THE PURPOSES OF INSPECTING AND EVALUATING COMPLIANCE WITH ANY PERMIT ISSUED AS A RESULT OF THIS APPLICATION.

Applicant Signature: _____ Date: _____

FOR CITY USE ONLY:

Project #:	Submittal Date:	Total Fee:
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Planning Department
City of League City
500 W. Walker St.
League City, TX 77573
Phone: 281.554.1080
Fax: 281.554.1020
planning@leaguecity.com

City of League City Universal Development Application

LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Owner Name

Owner Address

City, ST Zip

Date

Planning Department
City of League City
500 W Walker Street
League City, TX 77573

Dear City of League City Planning Department:

I, _____, certify that I am the owner of the project property located at _____ and that the forgoing statements and answers herein made and all data, information and evidence herewith submitted are in all respects to the best of my knowledge and belief, true and correct. I appoint _____ with the company _____ to act as my representative for this project. I agree to be responsible for payment of all bills due to the City of League City related to this application. Furthermore, I authorize employees, agents and representatives of the City of League City to enter and inspect the subject premises, including land and structures, to evaluate existing and proposed conditions as they relate to the submitted application. I understand that any material misrepresentation of this application, failure to comply with ordinances, and/or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at _____ if you have any questions.

Sincerely,

Owner Name _____

Owner Signature _____