



# City of Laredo Board of Adjustment (Application for Variance)



I. \_\_\_\_\_

Representative/Contact	Applicant	Owner
_____	_____	_____
Address	Address	Address
_____	_____	_____
Telephone	Telephone	Telephone
_____	_____	_____

II. ADDRESS OF PROPOSED VARIANCE LOCATION: \_\_\_\_\_

### III. LEGAL DESCRIPTION OF PROPERTY: \*

_____	_____	_____
Lot	Tract	Present Land Use
_____	_____	_____
Block	Survey	Present Zoning
_____	_____	_____
Subdivision	Abstract	Proposed Land Use
_____	_____	_____
No. of Lots	No. of Acres	Required Zoning of Proposed Use

\* For properties not in a recorded subdivision submit a current survey and complete metes and bounds description by a Registered Professional Land Surveyor. (R.P.L.S.)

### THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH APPLICATION

_____ Copy of Recorded Deed	_____ Tax Certificates (City of Laredo, Webb County, School District)
_____ Deed Restrictions (if Applicable)	_____ Site Plan (Plano de Ubicación)

The undersigned has read the above application information contained therein is true and correct. I swear or affirm That the physical conditions described are not the result of any action of either myself or my predecessor in title.

_____	_____
Signature of Owner (s)	Date
_____	_____
Signature of Owner(s)	Date

Note: If applicant is different from the owner named on the deed, an affidavit must be completed.

- All owners of the above cited property must sign and date application.
- If the owner of the property is a corporation, proof of legitimacy of signing party must be provided.

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Continued

IV. I, \_\_\_\_\_ the undersigned, request that the Board of Adjustments for the City of Laredo consider the following:

(Check one)

{ } An appeal of the administrative ruling of the Building Official or the Zoning Officer on the basis that

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

{ } The granting of an exception to the literal interpretation of the Zoning Ordinance and the granting of a variance to the adopted standards for:

- \_\_\_\_\_ Reconstruction of a non-conforming structure;
- \_\_\_\_\_ Height Limitations;
- \_\_\_\_\_ Setback requirements;
- \_\_\_\_\_ Lot area requirements
- \_\_\_\_\_ Off-street parking and loading;
- \_\_\_\_\_ Other

because of the following special conditions associated with the property described below;

(Note: Applicant must cite the particular section of the Laredo Land Development Code Book from which a variance is being requested as well as a detailed description of the variance to be requested.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: Applicant may attach any supplemental documentation as necessary.)

FEES:

Administrative Appeal	\$50.00
Substantive Appeal One acre	\$75.00
One but less than five acres	\$100.00
Five Acres or more	\$150.00

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AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF WEBB

BEFORE ME, the undersigned official, on this day personally appeared \_\_\_\_\_, who is personally know to me, and first being duly sworn according to law upon his/her oath deposed and said:

“My name is \_\_\_\_\_: I am over eighteen (18) years of age and I reside at \_\_\_\_\_. I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property which is the subject of this proposed variance. I have designated \_\_\_\_\_ to represent me in filing an application for a variance with the Board of Adjustment of the City of Laredo, and to, appear on my behalf at all necessary meetings of the Board of Adjustment with respect to this variance request. In relation to this, it is my understanding that as owner of the aforementioned property either I or my designated representative may appear on behalf of the proposed variance request. It has been explained to me and I understand that a written notice must be filed with the Planning & Zoning Department of the City of Laredo, Texas, to give notice to the City of the termination or substitution of representation in this Conditional Use Permit request case.

\_\_\_\_\_  
Affiant

On \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_

and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts therein are true and correct.

\_\_\_\_\_  
Notary Public, State of Texas

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**SITE PLAN GUIDE**

Application for zone change, Conditional Use Permit, or Special Use Permit requires submission of a site plan with the application. The site plan is used by the Planning and Zoning Commission and the City Council in their decision making process. Moreover, the site plan becomes an attachment to the ordinance, and the site must ultimately look like the site plan or the ordinance becomes null and void after P & Z and Council action.

An accurate site plan must be submitted or the case will be put on hold. An accurate site plan must contain the following information before it can be accepted:

- 1) The site plan should be drawn to scale on 8 1/2 x 11 inch paper, (1 in.= 20 ft. usually works well), with an arrow showing north.
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries and measurements.
- 4) Show any streets which abut the site. Street names must be included.
- 5) Show all existing and/or proposed entrances, exits, and off-street parking.

(Note: Site plans for locations which will be used for commercial purposes must show required off-street parking, maneuvering space, and fencing. No head-in parking is allowed.)

- 6) Show all existing and/or proposed buildings or structures on the site, and their dimensions.

(Note: Any proposed structures on the site must be shown with the proper setbacks.)  
(Setbacks should be drawn with dashed lines.)

- 7) Location and dimensions of all proposed signage.