# VARIANCE/ TIME EXTENSION APPLICATION

**Date Submitted:**_____ **Project ID Number:**_____

**Project Name:**_____

**Owner/Agent:**_____**Phone:**_____**Fax:**_____

**Address:**_____**Zip Code:**_____

**Consultant:**_____**Phone:**_____**Fax:**_____

**Address:**_____**Zip Code:**_____

**Email Address:**_____

**BACKGROUND:**

1. ☐ Time Extension ☐ Sidewalk ☐ Floodplain Permit ☐ Other: _____
2. City Council District _____Ferguson Map Grid _____ Zoning District _____
3. San Antonio City Limits - ☐ Yes ☐ No
4. Edwards Aquifer Recharge Zone? ☐ Yes ☐ No
5. Previous/existing landfill? ☐ Yes ☐ No
6. Parkland, greenbelts, or open space? Flood plain? ☐ Yes ☐ No

**VARIANCE APPROVAL CRITERIA:**

As per the UDC, the variance request letter must address the following criteria prior to submission.

1. If the applicant complies strictly with the provisions of these regulations, he/she can make no reasonable use of his/her property; and
2. The hardship relates to the applicantôs land, rather than personal circumstance; and
3. The hardship is unique, or nearly so, rather than one shared by many surrounding properties; and
4. The hardship is not the result of the applicantôs own actions; and
5. The granting of the variance will not be injurious to other property and will not prevent the orderly subdivision of other property in the area in accordance with these regulations.

**FEES** (please refer to the current fee schedule)

Variance Request $_____ **OR** Time Extension $_____

**Print Name:**_____**Signature:**_____

**Date:**_____ ☐ **Owner** ☐ **Agent** (Checking this requires a notarized Letter of Agent.)

***NOTE:** Please attach this application with your submittal to the reviewing agencies. In addition, if the letter does not address the above mention criteria your variance may be subject to disapproval. If the variance is being made in regards to a Certificate of Determination request, the Director of Development Services shall make a determination within 20 days after the date it receives the request before placing it on the Planning Commission agenda under subsection 35-430(d) of the UDC and shall issue the Certificate, if appropriate, within 10 days after the date of Planning Commission approval. Additional fees may apply, please see fee schedule.