



CITY OF CASTROVILLE

Little Alsace of Texas

Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

permits@castrovilletx.gov

Permit Number: _____

Submittal Date: _____

Office use only

Application for Variance – Zoning Board of Adjustments

Any application that is missing information will be considered incomplete and will not be processed.

1. Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the time submitted.

Name: _____

Mailing Address: _____

Telephone: _____ *Email:* _____

2. Property Address/Location: _____

3. Legal Description:

Name of Subdivision: _____

Lot(s): _____ *Block(s):* _____ *Acreage:* _____

4. Existing Use of Property: _____ Current Zoning: _____

5. The variance(s) requested being more the boards consideration for relief from:

Ordinance Number _____, Article _____, Section _____ to permit

6. The following shall be furnished by the applicant. For more detail, please see the Application Requirements:

- Building plan, sketch, plat, and/or survey as may be required for the purpose of clearly and accurately depicting the type and extent of relief being sought.
- Photos of the property, which help depict the variance being sought.
- 7 Facts of Finding, which is the explanation of hardship, based upon the criteria for granting such a variance. Such criteria is found within the City Code. A letter clearly addressing each of the criteria is required for review of a variance request and must be attached to this application.

The undersigned hereby requests to be granted the variance(s) to the regulations established by the Code of Ordinances of the City of Castroville, TX, of the above described property as indicated.

Owner's Name (Printed)

Phone Number

Email

Signature of Owner

Date

INFORMATION SECTION

Please read the following information regarding Variances prior to submitting an application.

Any application that is missing information will be considered incomplete and will not be processed.

APPLICATION DUE DATE/DATE OF HEARING:

Applications will be reviewed for completeness by Community Development staff. *The Zoning Board of Adjustments meets on an as needed basis in City Council Chambers on Mondays at 6:00 p.m. Variance requests will be presented to the board 30 days (the closest Monday to the 30th day) after the application, associated materials, and fee have been submitted.

REQUIRED FEES:

Application Fee	\$200.00
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APPLICATION REQUIREMENTS

To apply for a variance request please submit the following regarding your project:

1. Site plan showing the location of the structure or property on its lot;
2. Photographs of all elevations of the structure or property and details pertaining to the proposed work;
3. Detailed description of the proposed work;
4. Elevation drawings of the proposed changes, if applicable;
5. Samples of, or appropriate information concerning materials to be used;
6. Findings Required for Variance, which is the explanation of hardship, based upon the criteria for granting such a variance.
7. Any other information which the Zoning Board of Adjustments or staff deems reasonably necessary to visualize and evaluate the proposed work;

LETTER OF AUTHORIZATION:

If the applicant is not the property owner, a letter signed by the owner authorizing the applicant to act on their behalf must accompany this application.

LETTER FOR FINDINGS

In order to grant a variance, a letter must be present to provide your rationale for the board or commission granting your variance. The list of findings is on the following page.

LEGAL DESCRIPTION:

If the property is not platted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries must accompany the application.

APPLICATION FOR VARIANCE PROCESS/PROCEDURE:

1. Applicant completes an application for variance and submits said application with required attachment(s) and filing fees
2. The city will call a Zoning Board of Adjustments meeting within 30 days of application completeness and receipt of payment.
3. The city will publish a notice of public hearing in the City Newspaper at least 15 days prior to the meeting date and mail notices to property owners within a 200-foot radius of the subject property at least 10 days prior to the meeting.
4. A meeting is held before the Zoning Board of Adjustments at which time the board approves or denies the variance. The Zoning Board of Adjustments has the final say and the variance does not need to go to City Council for approval.

Zoning Board of Adjustments

7 FACTS OF FINDING

1. That a variance is a means of relief which is available only when some peculiar circumstance as to the size or shape of the parcel of land (and sometimes its location) is such that the literal application of the provisions of the Ordinance would impair the owner's rights to some reasonable use of the property. A variance shall not be granted unless, in the first place, there are such peculiar circumstances.
2. That the circumstances which cause the hardship must be peculiar to the property in question, or to such a small number of properties that they clearly constitute marked exceptions to the property in the neighborhood. If the circumstances cited as a basis for applying for the variance are common to the property in the neighborhood, the variance shall not be granted.
3. That after establishing the peculiar circumstance applying to the property in question, it shall be determined that the variance is required in order to preserve a substantial property right of the petitioner. It is of no moment whatever that the denial of the variance might deny to the property owner some opportunity to use his property in a more profitable way or to sell it at a greater profit than is possible under the terms of the Ordinance. The owner is entitled only to a reasonable use of his property.
4. That any alleged hardship is not self-created by any person having an interest in the property nor is the result of mere disregard for or ignorance of the provisions of this Ordinance.
5. That the regulations to which the variance is sought shall be modified as little as possible so that the substantial intent and purpose of the regulations shall be preserved. The granting of the variance should be made subject to such conditions as will constitute to this end.
6. That the variance will not result in substantial detriment to adjacent property nor the surrounding neighborhood and will not be materially detrimental to the public welfare.
7. The Board shall carefully distinguish between a use change and a variance. A use change shall be subject to the provisions of the Ordinance applicable to a change in Zoning District Classification.



CITY OF CASTROVILLE

Little Alsace of Texas

January 2023 – December 2023 MEETING CALENDAR

Planning and Zoning Commission ¹		Historic Landmark Commission	
Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline	Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline
January 11, 2023	December 5, 2022	January 17, 2023	January 2, 2023
February 2, 2023	January 3, 2023	February 21, 2023	February 6, 2023
March 8, 2023	January 30, 2023	March 21, 2023	March 6, 2023
April 12, 2023	March 6, 2023	April 18, 2023	April 3, 2023
May 10, 2023	April 3, 2023	May 16, 2023	May 1, 2023
June 14, 2023	May 8, 2023	June 20, 2023	June 5, 2023
July 12, 2023	June 5, 2023	July 18, 2023	July 3, 2023
August 9, 2023	July 3, 2023	August 15, 2023	July 31, 2023
September 13, 2023	August 7, 2023	September 19, 2023	September 4, 2023
October 11, 2023	September 4, 2023	October 17, 2023	October 2, 2023
November 8, 2023	October 9, 2023	November 21, 2023	November 6, 2023
December 13, 2023	November 6, 2023	December 19, 2023	December 4, 2023

Zoning Board of Adjustments - The board meets on an as needed basis in City Council Chambers on Mondays at 6:00 p.m. Variance requests will be presented to the board 30 days (the closest Monday to the 30th day) after the application, associated materials, and fee have been submitted.

¹. For purposes of the 30-day deadline for plat approval, the time starts when the Planning and Zoning Commission receives the application, which is not until the day of the meeting regarding that application.