



# CITY OF NATALIA

2078 STATE HWY 132 N.  
PO BOX 270  
NATALIA, TEXAS 78059

PHONE: (830) 663-2926  
FAX: (830) 663-3608  
[www.cityofnatalia.com](http://www.cityofnatalia.com)

## VARIANCE REQUEST APPLICATION

**NON-REFUNDABLE FEE: \$300.00**

This form is used to request a variance from the City of Natalia Zoning or Subdivision Ordinances providing variance process that requires review and consideration before the Planning and Zoning Commission, and City Council, such as:

- 1) Request for a Zoning District Change for Annexed Areas.
- 2) Request for a Zoning District Classification of Newly Annexed Areas within 180-days from Annexation.
- 3) Request for a Subdivision Restriction Change.
- 4) Variance to Permitted or Specific Uses of the Zoning Districts and Boundaries, subject to site plan approval.
- 5) Variance to Zoning or Subdivision specifications or restrictions that cause incompliance to District.
- 6) Request for a Zoning or Subdivision Ordinance Amendment.

No request will be granted unless the general purpose and the intent are approved by the City's Planning & Zoning Commission. Any special use permit granted will only be applicable to the specific site, conditions, or purpose for which applies to the request, and will not modify or change any conditions applied to other noncompliance standards of the site or property, and in some cases are not transferrable.

Your request may take up to 45-days to schedule a Public Hearing, Issue Publication, and Submit Property Owners Notices before the City can consider your request at a regularly scheduled meeting.

**Requestor should supply as much information necessary to prove facts and so proper review of application can be determined; such as available plat plans, site building plans, pictures and/or maps.**

Property Address of Request: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Zoning: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Owner Name (Requestor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**MUST EXPLAIN** how the strict compliance with the standards creates an undue hardship, or deprivation of owner's reasonable utilization of the property, or where unusual circumstances or characteristics affect the property that makes strict compliance impractical. *(Attach additional sheets if necessary.)*

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**I understand that my presence is required at the meeting scheduled for Planning & Zoning Commission/or/City Council to consider this application; and that the City Council may impose conditions, limitations and safeguards as**

deemed appropriate upon granting any variance or special use permit. Violation of any condition, limitation or safeguard shall constitute a violation of such ordinance.

Signature of Requestor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Receipt No. \_\_\_\_\_

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**FOR CITY OF NATALIA OFFICE USE**

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Application Received by Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Date City Official visited the site: \_\_\_\_\_ (attach findings report)

**PLANNING & ZONING COMMISSION:**

Recommendation Hearing - Date: \_\_\_\_\_ Time: \_\_\_\_\_

- (1) The Planning and Zoning Commission shall, within a reasonable time upon receipt of such request, but not later than forty-five (45) days, hold a public hearing and provide public hearing notice by publication, written notice to all property owners within 200 feet of the property involved and to parties of interest.
- (2) At least 15 days' notice of the public hearing shall be given by publication in a newspaper of general circulation in the city, stating the time and place of such hearing, the lot description of the land, and the purpose of such public hearing. The City shall mail notices of such hearings to all property owners appearing on the current tax roll, within 200 feet of any point of the land requesting the specific use or variance. Such notices shall be postmarked at least ten (10) days prior to such public hearings.
- (3) After such hearing, the Planning and Zoning Commission shall note its conditions, recommendations, or reasons for disapproval, if any, within five (5) days from date of hearing to the City Administrator. The Planning and Zoning Commission shall retain a copy of such noted conditions, recommendations, or reasons for disapproval, if any, in their files, and provide the original to the City Administrator for City Council final consideration.
- (4) The City Administrator shall retain records provided by the Planning and Zoning Commission; and place any deliberation requiring city council review and consideration for the next regular or special city council meeting.

Authorized Signature: \_\_\_\_\_  
P&Z Commissioner Chair/Vice-Chair

Date Signed: \_\_\_\_\_

**CITY COUNCIL:**

Meeting to Consider Variance - Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ **PERMIT GRANTED**

☐ **PERMIT DENIED**

Authorized Signature: \_\_\_\_\_  
Mayor/ Mayor Pro-Tem

Date Signed: \_\_\_\_\_

City Secretary Meeting Notes:

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