



City of Rowlett

Board of Adjustment/ Variance Request Checklist

Community Development Department
Planning and Urban Design Division
5702 Rowlett Road
Rowlett, TX 75089
(972) 463-3927

Project Name: _____

Submittal Date: _____

All Board of Adjustment or Variance requests and associated plans shall be submitted complete and accurate in all detail through the [MyGov](#) portal on the designated [submittal date](#). Should plans be determined to be incomplete, they will be marked with needed changes and returned. **Please note that if after *three* submittals staff determines that significant progress is not being made toward completing plans, a resubmittal and payment of the original submission fee will be required.**

Materials **required with this cover page** for a Board of Adjustment or Variance request:

- A completed Uniform Development Application (included below);
- A completed Consent Form (included below) either signed by the property owner or accompanied by a signed and notarized letter authorizing the representative to submit the application on behalf of the owner;
- A current Tax Certificate or statement showing that no taxes are due to the City (see [DCAD](#) for Dallas County, or see [RCAD](#) for Rockwall County);
- A copy of the Recorded Deed for the property, and, if owned by a company, signatory authority for the individual signing the application;
- A copy of the appropriate checklist for the request being submitted (included below), completed and signed by the applicant;
- A written response to staff's comments (if resubmitting); and
- A narrative describing:
 - The variance / waiver / or appeal (circle one) requested (Please state the variance or waiver in feet and/or tenth of feet);
 - How the request will not be contrary to the public interest;
 - The special condition or hardship preventing compliance with the code;
 - Justification(s) for not meeting the requirements of the Rowlett Development Code (RDC)
 - How this request complies with the intent of the RDC;
 - How substantial justice will be done by granting this application;
 - How the use of neighboring properties will not be substantially injured; and
 - Letters of support from adjoining property owners (optional).

This checklist is provided to assist in addressing the minimum requirements for a Board of Adjustment or Variance request. Indicate all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.**



City of Rowlett

Uniform Development Application

Community Development Department
 Planning and Urban Design Division
 5702 Rowlett Road
 Rowlett, TX 75089
 (972) 463-3927

APPLICATION INFORMATION				
Submittal: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd (After 3 rd round, fee and schedule resets)			Planner:	
Project Name:			Total Acreage:	
Nearest Cross Streets:			Appraisal District County:	
Address:			Appraisal District Number/Parcel ID:	
City:	State:	Zip:	Current Zoning Designation(s):	
Subdivision/Addition Name:		Block:	Future Land Use Map Designation(s):	
		Lot(s):	Please check the box for the proposed use: <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Multi-Family <input type="checkbox"/> Residential	
Please provide a brief description of the proposed request:				
TYPE OF REQUEST			FEE	
ROWLETT DEVELOPMENT CODE (RDC)				
1.	<input type="checkbox"/>	Rezoning (RDC or Form Based Code)	\$3,000.00	
2.	<input type="checkbox"/>	Planned Development	\$3,800.00	
3.	<input type="checkbox"/>	Special Use Permit (SUP)	\$2,750.00	
4.	<input type="checkbox"/>	Temporary Use Permit (TUP)	\$1,600.00	
5.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Commercial	\$1,900.00	
6.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Residential	\$500.00	
7.	<input type="checkbox"/>	Site Development Plan (Includes Landscape and Façade Plan)	\$2,250.00	
FORM-BASED CODE (FBC)				
8.	<input type="checkbox"/>	Framework Plan	\$3,800.00	
9.	<input type="checkbox"/>	Regulating Plan/ Phased Master Plan	\$3,250.00	
10.	<input type="checkbox"/>	Development Plan (FBC)	\$2,250.00	
11.	<input type="checkbox"/>	Standalone Major Warrant (3 or fewer)	\$2,700.00	
PLATTING				
12.	<input type="checkbox"/>	Preliminary Plat (TSPP required at time of Pre-Plat)	\$1,700.00	
13.	<input type="checkbox"/>	Final Plat—includes Minor Subdivisions	\$2,300.00	
14.	<input type="checkbox"/>	Final Plat—Single Lot Residential	\$1,000.00	
15.	<input type="checkbox"/>	Replat—Non-Residential	\$2,100.00	
16.	<input type="checkbox"/>	Replat—Residential	\$1,000.00	
17.	<input type="checkbox"/>	Amending Plat	\$1,000.00	
18.	<input type="checkbox"/>	Minor Plat	\$1,000.00	
19.	<input type="checkbox"/>	Conveyance Plat	\$1,000.00	
20.	<input type="checkbox"/>	Vacation Plat	\$1,000.00	
21.	<input type="checkbox"/>	Administrative Plat	\$1,000.00	
CIVILS				
22.	<input type="checkbox"/>	Civil Plan Review—Residential and Commercial	\$1,000.00 plus \$175 per acre over 1 acre*	
23.	<input type="checkbox"/>	Grading Permit	\$500.00	
24.	<input type="checkbox"/>	Tree Removal Permit	\$265.00	
Please note that first acre is included, acreage will be rounded to nearest whole number				
CURRENT PROPERTY OWNER				
Name			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
APPLICANT/CONTRACT PURCHASER				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
AGENT/REPRESENTATIVE				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	



City of Rowlett Consent Form

Community Development Department
Planning and Urban Design Division
5702 Rowlett Road
Rowlett, TX 75089
(972) 463-3927

Project Name _____ **Submittal Date** _____

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Property Owner Information

Name: _____ Signature: _____

Address: _____ City, State, ZIP: _____

Agent/Representative Information

Name: _____ Signature: _____

Address: _____ City, State, ZIP: _____

Notary Public Information

THE STATE OF TEXAS

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification and did/did not take an oath (circle correct response).

Name (type, stamp, or print clearly)

Signature

Notary's Seal or Stamp _____

EXHIBIT A – STATEMENT OF INTENT AND PURPOSE		
No.	Included	Item Description
1.	<input type="checkbox"/>	Description of proposed uses.
2.	<input type="checkbox"/>	Existing and proposed zoning and land use.
3.	<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (gross and net).
4.	<input type="checkbox"/>	<p>Address the approval criteria outlined below:</p> <ol style="list-style-type: none"> 1. The proposed variance is consistent with the comprehensive plan and other infrastructure-related plans, all applicable provisions of this Code, and applicable state and federal regulations; 2. The proposed variance is consistent with the purpose and intent of the zoning district in which it is located; 3. Whether the proposed variance meets the challenge of some changing condition, trend, or fact; 4. Whether the proposed variance will protect or enhance the health, safety, morals, or general welfare of the public; 5. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development; 6. Whether the proposed variance is consistent with or will have significant adverse impacts on other property in the vicinity of the subject tract; and 7. The suitability of the subject property for the existing zoning and the proposed variance.
EXHIBIT B—EXISTING SITE CONDITIONS		
No.	Included	Item Description
5.	<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – EXISTING SITE CONDITIONS”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
6.	<input type="checkbox"/>	A dimensioned plan of the property showing all existing structures on site.
7.	<input type="checkbox"/>	A legal description containing either lot and block numbers, or metes and bounds.
EXHIBIT C – PROPOSED SITE CONCEPT		
No.	Included	Item Description
8.	<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT C – PROPOSED SITE CONCEPT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
9.	<input type="checkbox"/>	Names, addresses, phone numbers and emails of the owner, applicant, and surveyor.
10.	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)
11.	<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
12.	<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
13.	<input type="checkbox"/>	<p>Site Data Summary Table including:</p> <ul style="list-style-type: none"> • Gross & Net Site Area • Site Frontage • Site Width • Site Depth • Maximum Lot Coverage (permitted & proposed) • Minimum Lot Area (required & proposed)

		<ul style="list-style-type: none"> • Impervious Surface Area • Pervious Surface Area • Accessory Use % • Open Space (ac & %) • Detention/Retention (ac & %) • Recreation (ac & %) • Preserve (ac & %) • Civic (ac & %) • Other (ac & %) 	<ul style="list-style-type: none"> • Minimum Lot Width (required & proposed) • Minimum Lot Depth (required & proposed) • Setbacks (required & proposed) • Front Setback • Side Interior Setback • Side Street Setback • Rear Setback • Max Structure Height (permitted & proposed) • Max No. Stories/Floors (permitted & proposed)
14.	<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.	
15.	<input type="checkbox"/>	Topography at 5-foot contours or less.	
16.	<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.	
17.	<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site".	
18.	<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.	
19.	<input type="checkbox"/>	Subdivision name, zoning, future land use plan designation, recording information and land use description of properties within 200 feet of the subject property.	
20.	<input type="checkbox"/>	Assignment of use to specific areas within the plan.	
21.	<input type="checkbox"/>	Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for non-residential uses.	
22.	<input type="checkbox"/>	Area, use, and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.	
23.	<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located, named and dimensioned. Existing thoroughfares to be shown as a light, solid line; proposed shown as a medium weight solid line.	
24.	<input type="checkbox"/>	Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions. Existing streets to be shown as a light, solid line; proposed shown as a medium weight solid line.	
25.	<input type="checkbox"/>	If concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."	
26.	<input type="checkbox"/>	Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.	
27.	<input type="checkbox"/>	Proposed dedications and reservations of land for public use including but not limited to rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.	
28.	<input type="checkbox"/>	Distances (measured edge to edge) between existing and proposed driveways and streets.	
29.	<input type="checkbox"/>	Existing or proposed easements (utility, drainage, visibility and maintenance, etc.).	
30.	<input type="checkbox"/>	Existing and proposed utilities and fire hydrants.	

31.	<input type="checkbox"/>	Proposed detention areas.
32.	<input type="checkbox"/>	Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage.
33.	<input type="checkbox"/>	Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
34.	<input type="checkbox"/>	A note is included that states, "The development of the site will be in accordance with City of Rowlett development standards."
35.	<input type="checkbox"/>	A note is included that states, "All current development requirements of the City as amended shall be met unless otherwise approved."
36.	<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.

Preparer's Signature: _____

Date: _____