

Texas Township Conditional Use / Variance Application

Applicant Information

- Applicant Name: _____
- Property Owner Name: _____
- Mailing Address: _____
- City, State, Zip: _____
- Phone Number: _____
- Email Address: _____

Property Information

- Property Address: _____
- Tax Parcel Number: _____
- Zoning District: _____
- Current Use of Property: _____
- Proposed Use of Property: _____
- Acreage of Property: _____

Type of Request

Check all that apply:

- Conditional Use Approval
- Variance
- Special Exception
- Appeal of Zoning Officer Determination

Description of Request

Provide a detailed description of the request, including:

- The proposed use or improvement.
- Why is the request needed.
- Any structures, additions, or site changes proposed.
- The specific sections of the zoning ordinance involved.

Variance Standards

If requesting a variance, the applicant shall explain how the following standards are met:

1. There are unique physical circumstances or conditions affecting the property.
 2. The unnecessary hardship is due to such conditions and not created by the applicant.
 3. The requested variance is the minimum necessary to afford relief.
 4. The variance will not alter the essential character of the neighborhood.
 5. The variance will not be detrimental to public welfare.
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Conditional Use Standards

If requesting conditional use approval, the applicant shall explain the proposal:

1. It is consistent with the Township Comprehensive Plan.
 2. Will not adversely affect neighboring properties.
 3. Will provide safe access, parking, and traffic circulation.
 4. Will adequately address stormwater, lighting, noise, utilities, and buffering.
 5. Complies with all applicable zoning ordinance standards.
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Required Submission Materials

Please include following materials, where applicable: Digital for initial review

8 hard copies submitted and check for fee to set date and for various reviews solicitor, planning, and hearing.

- Completed application form.
- Filing fee.
- Property survey or plot plan.
- Site plan showing buildings, setbacks, parking, driveways, landscaping, and utilities.
- Floor plans and elevations, if applicable.
- Narrative statement explaining the request.
- Traffic study, stormwater plan, lighting plan, or noise study, if required.
- Copy of deed.

- List of adjacent property owners.
- Photographs of the site.
- Any additional information requested by the Township.

Applicant Certification

I certify that the information contained in this application and all accompanying materials is true and correct to the best of my knowledge.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

Township Use Only

- Date Application Received: _____
- Application Number: _____
- Parcel Number Verified: _____
- Fee Paid: _____
- Hearing Date: _____
- Planning Commission Review Date: _____
- Board of Supervisors / Zoning Hearing Board Date: _____
- Decision: _____
- Conditions of Approval: _____

Fee Schedule

- Conditional Use Application: \$1,000
- Variance Application: \$1,000
- Special Exception Application: \$1,000
- Appeal of Zoning Officer Decision: \$500
- Additional consultant review escrow may be required

- **Neighbor Notification Requirement**

The applicant shall provide written notice of the hearing to all property owners within 500 feet of the subject property not less than 14 days before the hearing date. Proof of mailing shall be submitted to the Township prior to the hearing.