



- REZONING**
- CONDITIONAL USE**
- SPECIAL USE PERMIT**
- VARIANCE/WAIVER**
- APPEAL OF ADMINISTRATIVE DECISION**
- PLANNED UNIT DEVELOPMENT**
- DEVELOPMENT AGREEMENT**
- COMPREHENSIVE PLAN AMENDMENT**

(CHECK APPROPRIATE BOX):

A variance/waiver/conditional use/special use request should be submitted at least four weeks prior to a meeting of the Planning and Zoning Commission or Board of Adjustment to provide for adequate time for staff review and analysis and posting and advertising as required for each application. The form must be completely filled out and all fees paid.

Zoning: FROM _____ **District Zoning**
TO: _____ **District Zoning**
Zoning district categories listed on page 6. Please complete justification sections

Fee:	Zoning Request	\$300.00 + \$30.00 per acre
	Technology Fee	\$15.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

Conditional Use Permit: _____

Fee:	Conditional Use Permit	\$250.00
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

Special Use Permit: _____

Fee:	Special Use Request	\$250.00+ 30.00 per acre
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner



- Variance:** _____
Ordinance Number and Ordinance Section Number. Please complete justification sections.

Fee:	Variance	\$250.00 + \$30.00 per acre
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

- Appeal of Administrative Decision or Planning and Zoning Decision:**

Please attach a separate document identifying the decision and any information pertinent to your appeal.

Fee	\$400.00
Technology Fee	\$10.00

- Planned Unit Development:**

Fee	Planned Unit Development (Land Use Only)	\$600.00 + \$40.00 per acre
	Technology Fee	\$25.00
	Amendment	\$ ½ Original Fee
	Technology Fee	\$15.00

Development Agreement Consultation:

Deposit	\$6000.00
Actual Costs	\$ +/- billed costs for engineering and legal consultation

- Comprehensive Plan Amendments:**

Fee	\$350.00
Technology Fee	\$15.00

- Other:** _____



REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the City in order for the Variance/Waiver/Conditional Use/Special Use Request to be accepted for review.

- ___ 1. Completed and signed application/checklist.
- ___ 2. **A.** Two sets of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) any part of which is located within three hundred (300) feet of the perimeter of the land for which the variance is requested. These are to be the addresses of the property owners not the physical address of the property within 300 ft.

B. A tax map or maps highlighting the subject property and showing the line extending three hundred (300) feet from the perimeter of the subject property.
- ___ 3. Copy of current deed for subject property.



Property Information:

Subdivision Name	Lot(s) #	Block(s) #	Acreage
Current Zoning _____			

Legal Description
(may be provided separately)

Applicant Information:

Please Note: The signature of owner authorizes City of Manor staff to visit and inspect the property for which this application and checklist is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One):

___ *I, the owner, will represent this application with the City of Manor.*

___ *I, the owner, hereby authorize the person named below to act as my agent in representing this application with the City of Manor.*

Owner's Name (printed)	Phone	Fax
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Owner's Address	City	█	█
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█	█	█ Address
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By signing this application Owner affirms that the statements made in the complete application are true and correct to best of his/her knowledge and belief.

Agent's Name: _____

Company: _____

Mailing Address: _____

	Street	City	State	Zip
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Phone	Fax	Email Address
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Rezoning/Variance/Waiver Justification

Rezoning/Variance/Waiver Justification:

NOTE: The reviewing entity must determine the existence of, sufficiency of and weight of evidence supporting the findings described below. Therefore, you must complete each of the applicable Findings Statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional support documents.

REASONABLE USE:

1. The zoning regulations applicable to the property do not allow for a reasonable use because:

HARDSHIP:

2. (a) The hardship for which the zoning change or variance/waiver is requested is unique to the property in that:

- (b) The hardship is not general to the area in which the property is located because:

AREA CHARACTER:

3. The zoning change or variance/waiver will not alter the character of the area adjacent to the property, will not impair the use of adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

NOTE: The reviewing entity cannot grant a zoning change or variance/waiver that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.



Application Number: _____ Date Submitted: _____

Fee Amount: _____ Check No.: _____ Application & Fee Received By: _____

Date Mailings Issued (15 days in advance of meeting dates): _____

Date ad placed in Austin Chronicle for public hearing on subject requests: _____

Zoning District Categories:

- A Agricultural (A) district zoning
- R-1 Single Family Residential – 1 (R-1) district zoning.
- R-2 Single Family Residential – 2 (R-2) district zoning.
- R-3 Multi-family Residential (R-3) district zoning
- R-4 Multi-family Special Needs (R-4) district zoning
- OS Open Space (OS) district zoning
- M-1 Manufactured Housing (M-1) district zoning
- M-2 Manufactured Housing Park (M-2) district zoning
- NB Neighborhood Business (NB) district zoning
- DB Downtown Business (DB) district zoning
- I Institutional (I) district zoning
- C-1 Light Commercial (C-1) district zoning
- C-2 Heavy Commercial (C-2) district zoning.
- C-3 Special Commercial (C-3) district zoning
- IN-1 Light Industrial ((I-1) district zoning
- IN-2 Heavy Industrial (I-2) district zoning
- PUD Planned Unit Development (PUD) district zoning



**ZONING/VARIANCE/BOARD OF ADJUSTMENT
REQUEST INFORMATION**

The applicant must provide the following information to file for a zoning change or variance to requirements of the Zoning Ordinance:

1. Zoning/Variance Application must be completely filled out.
2. See application request for fees. Fees must be paid with application
3. The applicant must provide the city with the names and mailing addresses and one set of mailing labels for the property owners within three hundred feet of the subject property. The City of Manor sends out notices to property owners 15 days in advance of the Planning and Zoning Commission, Board of Adjustment and City Council Meetings. Names and addresses of property owners can be found at Travis County Appraisal District offices or on their website. Note: the physical address of the property may not be the mailing address.
4. Letter of intent (letter stating why you want to rezone the property in question or why you are requesting a variance to the requirements of the Zoning Ordinance). A variance request may not be made on the grounds of a financial hardship. Variances may be granted for unique hardship or practical difficulties on meeting the requirements of the Ordinance.

(ALL OF THE ABOVE INFORMATION MUST BE SUBMITTED TO THE DIRECTOR OF DEVELOPMENT SERVICES AT LEAST 4 WEEKS BEFORE THE FIRST AVAILABLE PLANNING AND ZONING COMMISSION, BOARD OF ADJUSTMENT OR CITY COUNCIL MEETING. THE PLANNING AND ZONING COMMISSION MEET ON THE SECOND WEDNESDAY OF EACH MONTH).

IF ALL OF THE ABOVE INFORMATION IS NOT COMPLETELY AND TIMELY SUBMITTED TO THE DIRECTOR OR DEVELOPMENT SERVICES OR CITY SECRETARY THE SCHEDULING OF THE ITEM MAY BE DELAYED.

5. The City places an ad in the Manor Messenger for a Public Hearing on subject requests.
6. Signs must be placed on the property, by the person making the request, notifying the public of the dates and times of the Planning & Zoning Commission, Board of Adjustment or City Council meetings. This must be done for all meetings. Signs must be placed on the property at least 15 days prior to the meeting dates.

The Planning and Zoning Commission makes recommendations on zoning requests to the City Council. The recommendations are made available to the City Council at their next regularly scheduled meeting. The City Council will make the final ruling for a zoning change.

The Board of Adjustment will make a final ruling for a variance request. Variance rulings are may not be appealed to the City Council. They may be appealed through District Court
