



## Request for Variance Guidelines

If construction plans do not comply with the City of Deer Park Code or Zoning Ordinances, a variance is required. Plans for proposed construction must be reviewed by an Inspector prior to applying for a variance. Submit the following information and application fee to the Public Works Department.

1. A letter addressed to the Planning & Zoning Commission containing the following information will serve as the application for variance:
  - a. Name, address, phone number of applicant
  - b. Explanation/reason for the request
  - c. Address for the variance
  - d. Exact dimension (feet and inches, if applicable) of variance requested
  - e. Refer to specific ordinance that you are requesting a variance (the Inspector can supply this information)
2. Site plan of the property or construction (not to exceed 8-1/2" x 14"), drawn to scale, indicating the following:
  - a. Existing property with proposed construction or improvements with exact dimensions highlighted
3. Variance fee of \$250.00

The request will be submitted to the Planning & Zoning Commission which meets on the first and third Monday of each month at which time a Public Hearing will be scheduled. Once the hearing is scheduled, notice will be published in the newspaper in addition the property owners within a 200' radius of the location where the variance is requested will be notified.

You or a representative will be required to be present at the Public Hearing. The Commissioners may ask you questions and will ask if anyone would like to speak for or against your request then they vote on your application for variance. If the variance is granted/approved, you are required to obtain a permit prior to the construction process.

Contact the Public Works Department at 281-478-7252 if you have questions or require additional information.