



1000 N. Old Betsy Rd. * P.O. Box 637 * Keene, Tx 76059 * 817-641-3336

PLANNING APPLICATION

Please check the box below to indicate the type of application you are requesting:

- | | | |
|---|---|--|
| <input type="checkbox"/> Preliminary Plat (\$250+\$5/lot over 10) | <input type="checkbox"/> Zoning Change (\$275) | <input type="checkbox"/> Plan Review (\$200) |
| <input type="checkbox"/> Final Plat (\$250+\$5/lot over 10) | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Plat Extension (\$250) |
| <input type="checkbox"/> Replat (\$300) | <input type="checkbox"/> Special Use Permit (\$275) | <input type="checkbox"/> Plat Vacation (\$250) |
| <input type="checkbox"/> Minor Plat (\$250) | <input type="checkbox"/> Annexation/Disannexation | <input type="checkbox"/> Conveyance Plat (\$250) |
| <input type="checkbox"/> Amending Plat | <input type="checkbox"/> FLUP Amendment | |
| | <input type="checkbox"/> Variance (\$225) | |

Contact Information

Applicant (or Primary Contact)

Owner (if different from Applicant)

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Project Information

Project Name: _____

Project Address: _____

Parcel(s) Tax ID (long or short)#: _____

Legal Description

Block: _____ Lot: _____ Abstract: _____

Addition: _____ Survey: _____ Total Acreage: _____

Existing Zoning: _____ Proposed Zoning: _____

Reason for Request: _____

Attach the following:

- _____ A plat, map, sketch or drawing indicating metes and bounds description for all unplatted property and all Zoning cases.
- _____ A copy of a notarized Warranty Deed showing proof of ownership to the property
- _____ A **Tax Certificate** must be attached with this application in order to finalize the procedure at Johnson County Courthouse. Filing fees at the courthouse are 18x24=\$46 or 24x36 and over = \$71.00, (additional page \$25).
- _____ A notarized letter from the property owner authorizing a representative to present the request, if the the property owner will not be present.

I attest that the above information is true and accurate to the best of my knowledge and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission, Board of Adjustments and/or City Council hearing thereon. I understand that if any of the above Information is found to be wrong or inaccurate, my application may be removed from consideration prior to the time the application is voted upon by the Planning and Zoning Commission, Zoning Board of Adjustments and/or City Council.

I understand that in the event the undersigned is not present at the public hearing the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council shall have the power to dismiss the proposal either at the call of the case or after the hearing and such dismissal shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

I reserve the right to withdraw this proposal. However, written withdrawal filed at any time after the giving of notice of the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council hearing shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

Attesting to inaccurate or false information on this application can result in conviction of a misdemeanor and a fine not to exceed \$2,000.00.

Signature:

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR THE AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ITEM. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.

Signature: _____ **Date:** _____

I waive the statutory review period time limits in accordance with Section 212.009 of the Texas Local Government Code (For Plat Applications Only).

Signature: _____ Date: _____

OFFICE USE ONLY

DATE APPLICATION FEE PAID: _____

DATE COURT FILING FEE PAID: _____

CHECK #: _____ CASH REC'D: _____

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POWERS OF THE ZONING BOARD OF ADJUSTMENT SECTION 211.09

1. To hear and decide an appeal that alleges error in an order, decision, or interpretation of the zoning ordinance by an administrative officer.
2. To hear and decide special exceptions to the zoning ordinance when the zoning ordinance requires that it do so.
3. To authorize variances to the zoning ordinance in unique situations.
4. To hear and decide other matters authorized by the zoning ordinance.

CRITERIA TO DETERMINE A HARDSHIP

(The burden of proof is on the applicant to present a case of a hardship)

1. It must demonstrate a special condition that is inherent in the property itself.
2. The hardship must be present to the extent that it prevents any reasonable use of the land.
3. The hardship must **NOT** be self-imposed or self-created.
4. The hardship must not be contrary to the public interest.
5. The determination of a hardship must be within the spirit of the ordinance and substantial justice must be done.

VARIANCE REQUIREMENTS

1. Finding of a hardship.
2. Finding that the piece of property is unique and contains properties or attributes not common to other similarly situated properties.
3. Find that the literal enforcement of the ordinance would work an unnecessary hardship.
4. Finding that the need for the variance was not created by the applicant.
5. Find that the hardship cannot be financial alone.
6. Find that the granting will not be injurious to the public health, safety and welfare or defeat the intent of the philosophy contained in the zoning ordinance.

EXAMPLE ONLY

USE ONLY IF ANOTHER ENTITY WILL BE REPRESENTING THE REQUEST

Date: _____

City of Keene
Attention: Zoning Board of Adjustment
1000 N Old Betsy Rd
P.O. Box 637 Keene, TX 76059

Dear Zoning Board of Adjustment Chairman and Board Members:

I/we _____, authorize _____

YOU OR YOUR ORGANIZATION YOUR REPRESENTATIVE

me/us in all scheduled hearings and meetings before the City of Keene regarding the request

for a variance property located at: _____

ADDRESS & LEGAL DESCRIPTION

Thank you for helping us resolve this request.

Sincerely,

State of Texas § _____

County of Johnson § _____

BEFORE ME, the undersigned authority, in and for said County, Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me that he/she executed the same of the purposes and consideration therein expressed. GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____ 20____.

Notary Public's Signature

My Commission Expires: _____