



**Development Services Intake**  
 450 Cypress Creek Road, Building 2  
 Cedar Park, TX 78613  
 Office: 512-401-5100  
 Fax: 512-258-1471

Project Name: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_  
 VR Permit #: \_\_\_\_\_

(City will assign)



**VARIANCE (BOARD OF ADJUSTMENTS)**  
 APPLICATION & CHECKLIST

**APPLICATION COMPLETENESS CERTIFICATION** All are required unless not applicable

**PROVIDED**  
 applicant  
 must check

	Completed and Signed Application/Checklist	<input type="checkbox"/>
<b>REQUIRED DOCUMENTS</b>	Upload documents in PDF format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.	<input type="checkbox"/>
	Letter to Board of Adjustment signed by owner in which written appeal states all facts and circumstances making a variance or special exception necessary.	<input type="checkbox"/>
	A Word document of labels containing property owners and their mailing address along with property ID numbers for property located within 200 feet of boundaries of the subject property. Also include a location map and key showing the notification boundaries and numbered key listing the names and property ID. Also provide electronic version of the property owner list in WORD format.	<input type="checkbox"/>
	Two (2) prints of the Site Plan. Site Plan or Plot Plan of property must include north arrow, scale, dimensions, setbacks, property lines, easements, right-of-way, adjacent streets, and any other information to assist in consideration of request.	<input type="checkbox"/>
	Photographs and/or drawings to support request	<input type="checkbox"/>
	Tax Certificates	<input type="checkbox"/>
	Additional support information	<input type="checkbox"/>

**APPLICANT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

By signing this I am acknowledging all required documents are provided in this submittal.



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**INSTRUCTIONS**

- » Fill out the following application and checklist and upload online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org). Current applications and city ordinances are located on the City’s website ([www.cedarparktexas.gov](http://www.cedarparktexas.gov))
- » Provide 1 hard copy of the submittal package to Development Services Intake Staff, 512-401-5100.
- » Submit the completed application package and all subsequent documentation and updates Online with a hard copy to: Development Services intake / 450 Cypress Creek Road, Building 2 / Cedar Park, Tx 78613

**SUBMITTAL REQUIREMENTS**

All required materials completed and uploaded to [www.mygovernmentonline.org](http://www.mygovernmentonline.org)

- A completed Application & Checklist Form with the owner’s original signature uploaded to [www.mygovernmentonline.org](http://www.mygovernmentonline.org). Clearly identify the uploaded document as the application.
- Uploaded documents in PDF format merged/combined together, using an Arial font with a minimum resolution of 300 dpi, pages shall be bookmarked with the title of each page.
- A letter to Board of Adjustment signed by owner in which written appeal states all facts and circumstances making a variance or special exception necessary.
- A Word document of labels containing property owners and their mailing address along with property ID numbers for property located within 200 feet of boundaries of the subject property. Also include a location map and key showing the notification boundaries and numbered key listing the names and Property ID. Also provide electronic version of the property list in WORD format.
- Number of property owners to be notified: \_\_\_\_\_
- A fee of \$3.00 per property owner as listed in item 2 must be included with the filing fee. The requested property owner listing should be obtained from the Williamson Central Appraisal District (WCAD.org or traviscad.org).
- Two (2) prints of the site plan.
- Application fee and Professional fee
- Tax Certificates
- Additional support information

**FEE SUMMARY**

May be paid online once the submittal has been accepted. Fees must be paid prior to review.

Property Owner Notification plus,	\$ _____
Application Fee: \$200.00 plus,	\$ _____
Professional Fee: \$200.00 non-refundable base professional recovery fee*	\$ _____

**TOTAL FEE (due at the time of application)\***

\*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1) \$ \_\_\_\_\_



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**OWNER INFORMATION**

Name of Property Owner(s): \_\_\_\_\_  
*If the property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby request that my property, as described above, be considered for rezoning:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NATURE OF REQUEST**

The above named applicant hereby requests a variance from the following portion of the City of Cedar Park Code of Ordinances:

Chapter: \_\_\_\_\_

Section: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Legal description: \_\_\_\_\_

Brief explanation of request: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AGENT/APPLICANT INFORMATION**

If an agent/applicant is representing the owner of the property, please complete the following information:

Agent/Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

I hereby authorize the person named above to act as my agent/applicant in processing this application before the Board of Adjustments of the City of Cedar Park:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby certify that the above information provided to the City of Cedar Park is true and accurate and that i am the owner of the above described property.**

**OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**