

**CITY OF PHARR
PLANNING & ZONING COMMISSION DEPARTMENT
118 S. CAGE BLVD., 4TH FLOOR
PHARR, TEXAS 78577
(956) 702-5355**

**BOARD OF ADJUSTMENT REQUEST FOR HEARING
(TO BE FILLED OUT BY APPLICANT)**

DATE: _____
NATURE OF REQUEST: _____

PROPERTY'S ADDRESS: _____

PROPERTY'S DESCRIPTION: _____

APPLICANT _____ PHONE _____

MAILING ADDRESS _____

OWNER _____ PHONE _____

MAILING ADDRESS _____

PRESENT PROPERTY ZONING: _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

\$150.00 FEE PAID BY CHECK: _____ CASH: _____

COMMENTS: _____

As owner(s) or agent(s) of the above-referenced property, I/We hereby request a hearing before the Board of adjustment

Signed

Agent: _____ Date: _____

Owner: _____ Date: _____

VARIANCE//SPECIAL EXCEPTION BOARD OF ADJUSTMENT

The following document must be submitted to the Planning and Zoning Department in order for the department to process your request for a Variance/Special Exception:

1. A copy of the property's Warranty Deed.
2. If you are acting as an agent/representative for the property, you must bring a letter signed by the owner stating his consent for the request being applied for.
3. A completely filled out application.
4. A processing fee for a Conditional Use Permit is \$150.00 due upon submission of your application.
5. A site plan of your property. The site plan shall contain the following items:
 - A. The location of all structures on the subject property and on adjoining property;
 - B. Landscaping and/or fencing of yards and setback areas and proposed changes.
 - C. Design of ingress and egress;
 - D. Off-street parking and loading facilities;
 - E. Height of all structures;
 - F. Proposed uses; and
 - G. The location and type of all signs, including lighting and heights.