



Zoning Variance Application Checklist

_____ Notice has been published in the Horseshoe Bay Beacon and The Highlander newspapers at least thirty (30) days and again at least sixteen (16) days prior to the public hearing.

_____ Affidavits of Publishers submitted.

_____ Copies of newspaper publications attached.

_____ One original copy of both publications submitted.

_____ Notice of the public hearing shall be provided to all property owners within two hundred feet (200') of the affected property at least thirty (30) days and again at least sixteen (16) days prior to the public hearing.

_____ Copy of notice mailed to property owners and date mailed submitted.

_____ List of all property owners notified with names and addresses submitted.

_____ Site plan depicting platting information and relevant variance issue(s).

_____ Subdivision ACC approval and date.

_____ Application using forms prescribed by the city, certifying land ownership and, if applicable, authorization of a land owner's agent to file the request.

_____ Application fee of \$100.00 submitted.

_____ Appropriate POA (President) has been notified of the filing of this application. Provide Proof.

_____ You or your designated agent must be present at the Board of Adjustment meeting to present your request.