



ZBA VARIANCES + SPECIAL EXCEPTIONS

APPLICATION CHECKLIST

For Zoning Board of Adjustment (ZBA) Variances ONLY. Refer to Plat Variance checklist for Plat Variances

- Online Application (<http://etrakit.pearlandtx.gov/etrakit3/>) filled out completely.
- Property owner authorization form filled out and signed by owner and agent (if applicable).
- Recorded plat of the property that provides the metes and bounds description.
- Parcel map, printed from the City of Pearland website, clearly indicating the location and boundaries of the subject property.
- Site plan showing the proposed layout of the subject property, which clearly indicates the requested variance or special exception.
- Acknowledgement of a sign to be posted on the property ten (10) days prior to the public hearing.
- Application fee of \$500.00 for residential or commercial, paid by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only).
- *Letter of Intent explaining the variance or special exception in detail. (See below)
- Any other supporting documentation (renderings, photos etc.)

***FOR VARIANCES, ADDRESS THE FOLLOWING ITEMS IN THE LETTER, EXPLAINING THE HARDSHIP AND DEMONSTRATING THE FOLLOWING:**

- *That special conditions and circumstances exist which are unique to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.*
- *The literal interpretation of the provisions of the Land Use Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the ordinance.*
- *The special conditions do not result from actions of the applicant.*
- *That granting the variance requested would not confer on the applicant any special privilege that is denied by the ordinance to other lands, structures, or buildings in the same district.*