



VARIANCE APPLICATION

Planning and Development Department

Submittal Policy

Upon completion of a pre-application conference with town staff, application is due no later than 12:00pm on the application submittal deadline. All required fees, forms and supporting documents are due at the time of application submittal. Incomplete applications and/or application submitted without a prior pre-application conference will not be accepted.

All applications shall not be considered filed, and administratively complete, until town staff, including the Development Review Committee (DRC), determines that the application meets all requirements of applicable town regulations and/or all DRC comments have been addressed. Applications will not be scheduled for consideration by the Planning and Zoning Commission and the Town Council until all comments have been addressed and required items submitted. Therefore, meeting consideration dates on the [Development Review Calendar](#) are merely shown as guidelines and are subject to change for any given application pending the filing date and determination of administrative completeness by town staff for said application.

Any development related application, including any revisions responsive to staff comments, shall NOT be accepted at the front counter. Application and revisions will only be accepted through a **pre-scheduled** appointment with a pertinent member of Town development review staff. The purpose of the appointment requirement is to ensure all required items are included and/or addressed prior to acceptance by the Town.

Application Submittal Checklist

Applicants must submit the following information in order for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Development Submittal Guidelines](#) document.

- Pre-Application Meeting Held – Date: _____ Planner: _____
- Application fees (check made payable to [Town of Westlake](#))
- One 11"x17" hard copy drawing of proposed improvements
- PDF drawing of proposed improvements (**Plan-mm-dd-yyyy**)
- Statement of Approval or Consent (mm-dd-yyyy)**
 - Approval or consent adjacent property owners and any HOA/POA
- Written Justification (mm-dd-yyyy)**
 - Summary of variance or appeal request
 - Summary description of the zoning requirement for which the variance is requested
 - Summary justification/hardship. Explain why the requested is needed.
 - Summary statement regarding any negative impact on the neighborhood or public good.

- Incomplete Application and Applicant Informed On: _____
- Application Complete and Accepted On: _____



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Staff Use Only

Project Name: _____
Case Number: V- _____ Submittal Date: _____
Fees: \$1,000.00 _____ Received By: _____

Description of Property

Project Address: _____
Parcel IDs: _____
General Location: _____
Subdivision Name: _____ Lot(s): _____ Block(s): _____

Applicant Information

Company: _____
Contact: _____
Address: _____
City, State, ZIP: _____
Email: _____ Phone: _____

Owner Information

Company: _____
Contact: _____
Address: _____
City, State, ZIP: _____
Email: _____ Phone: _____



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Designation of Agent Form

I hereby authorize the person designated below, to act in the capacity as my agent for the application, processing and the representation of this request. The designated agent shall be the principal contact person with the Town of Westlake (and vice versa) in processing and responding to requirements, information requests or other issues relative to this request.

PROPERTY OWNER

Printed Name:

Signature:

Date:

APPLICANT

Printed Name:

Signature:

Date:

DESIGNATED AGENT

Printed Name:

Signature:

Date:

Property Address:

City, State, ZIP:

Email:

Phone:
