



**CITY OF SOUTH PADRE ISLAND
BOARD OF ADJUSTMENT & APPEALS APPLICATION**

- \$250 variance Special Exception Use (Sec. 20-16.1)
 Administrative Appeal

APPLICANT INFORMATION

Name _____
Mailing Address _____
City, State, Zip _____
Phone number _____
Fax number _____
E-mail Address _____

OWNER INFORMATION

Name _____
Mailing address _____
City, State, Zip _____
Phone number _____
Fax number _____
E-mail Address _____

SITE LOCATION FOR REQUEST:

Physical Address (Street Name & Number): _____

Legal Description (Lot / Block / Subdivision): _____

I hereby request the following from the Board of Adjustment and Appeals: _____

In addition, the application requires the submission of the following:

- ◇ \$250 application fee per variance, special exception, and appeal request.
- ◇ Stamped/Sealed & dated survey of Improvements of the Subject Property.
- ◇ Copy of Floor Plan of structure proposed to be constructed or expanded.
- ◇ Current/recent photographs of the site.
- ◇ And any additional information to more clearly understand the request.

For Internal use only: Amount Paid: _____ Paid Cash or Check No. _____ Date Received: _____

Note: Applicants are required to fully disclose in the application all information that is necessary for the various bodies to make their determination prior to issuance of any permit. At a minimum, an application for a variance or Special Exception shall contain ten (10) copies of the information outlined above. All information must be submitted no later than twenty (20) days prior to the meeting date. **All fees must be paid prior to the Board reviewing the application.**

If Staff determines that the application is incorrect, incomplete, illegible, or in any way inadequate to insure the complete understanding of the variance or special exception, staff shall return the application to the applicant.

Applicant's Name (Please Print) _____ Owner's Name (Please Print): _____

Applicant's Signature: _____ Owner's Signature: _____

Date: _____ Date: _____