



Board of Adjustments City of Melissa Request for Variance Application Instructions

<u>Field</u>	<u>Instruction</u>
Name	Name of individual requesting variance from Melissa City Ordinance.
Date	Date on which a Melissa City employee accepted the Request for Variance
Mailing Address City/State and Zip	The address of the applicant filing this form
Type of Variance	This is a description of the variance requested. Try, if possible, to phrase in such a manner as to describe the requirement and variance and object. Use of the terms “ from ” (ordinance requirement) and “ to ” (deviation) and “ for ” (object of variance) is a most effective means to accomplish this task. i.e. A variance from the 80% masonry requirement for new construction to wood construction for a <u>storage shed</u> .
Melissa City Ordinance Number Section Present Zoning	These are the City of Melissa Ordinances. A copy of these Ordinances is available for viewing at the City building. If you need assistance locating an Ordinance a City employee may be able to direct you to the Section pertaining to your Request for Variance. If you cannot locate the Section leave this field blank.
Reason for Unusual Circumstance for Application	Use this field to describe the reason you are requesting a variance. If additional space is required attach additional pages. Number all attachments including maps, drawings, pictures, etc. in this manner, “ 1 of ## “ where ## is the total of additional pages. Specify in this item the number of additional pages that are attached. Use as a rule of thumb “more is better” when describing your reason for variance.
Complete and Accurate Legal Description Of Property	This is the property for which a Variance is requested. The field should include, as a minimum, the street address of the property. If known the field should also contain the legal description of the property contained in the Map of Records of Collin County, Texas.
Attachments: Dimensioned Drawings Site Plans Map Other Date	Indicate with an “X” the items attached. In the Other Data field indicate type of attachment. A sketch of the site plan with metes and bounds, locations, and descriptions are a requirement.
Applicant Signature Owner/Representative	Be sure to sign the application. Place an “X” in the field indicating if the applicant is the owner of the property or the owner’s representative.

If you require assistance in completion of this form, the staff at the City building will be glad to answer your form related questions but will unable to address specific questions.