



City of Rockport

City Hall – 622 E. Market Street, Rockport, TX 78382 • (361) 729-2213 • FAX (361) 790-5966
www.cityofrockport.com

VARIANCE APPLICATION

A separate variance application for each (non-compliant) condition within a single building or facility must be submitted by the owner (or owner's designated agent) and must include a \$150.00 **non-refundable application fee**.

In addition, the application must be accompanied by plans (site and/or architectural) of all affected areas and any supporting documentation that provides adequate proof to the Zoning Board of Adjustment that compliance with the City of Rockport's Code of Ordinances is impractical or irrelevant to the nature, use, or function of the building or facility.

** IMPORTANT INFORMATION **

The appeal shall be made within 10 business days after the decision of the administrative official is made, by filing with the administrative official a completed application for appeal and filing fee. Incomplete applications and applications received without the required fee(s) will not be processed.

FORM MUST BE COMPLETED IN FULL

PLEASE PRINT OR TYPE

1. Has this project been reviewed? Yes No	2. If yes, name of reviewer:
3. Has this project been inspected? Yes No	4. If yes, name of inspector & date of inspection:

5. Project Name:			
6. Building/Facility Name:			
7. Address:	Suite #:	City:	Zip Code:

8. Description: Indicate the type of project: New Construction Addition Alteration	9. Scope of Work (Describe the construction activities):
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10. Square Footage of Building:	11. Square Footage Per Floor:
12. Is this building a qualified historic building: Yes No If yes, a copy of the determination of effect letter from the Texas Historical Commission (THC) must accompany this application.	13. State the specific location of the violation within the building or site:

14. Intent to Apply: I hereby apply for a variance from the City of Rockport Zoning Board of Adjustment. (Check one) I am the Owner Owner's Agent			
15. Name:	16. Company/Firm:		
17. Address	18. City	19. State	20. Zip Code:
21. Phone #:	22. Fax #:	23. E-mail:	
24. Signature:		25. Date	

**City of Rockport
Variance Application**

OWNER'S AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the OWNER of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

Printed Name of Owner

Signature of Owner

Physical Address

Mailing Address

City/State/Zip Code

City/State/Zip Code

STATE OF TEXAS §

COUNTY OF _____ §

The foregoing instrument was acknowledged before me on this _____, day of _____, 20____, by _____ and _____ (name) who are personally known by me or who has produced _____ and _____ (document) (document), respectively, as identification and who did (did not) take an oath:

(Seal) _____
Notary Public Signature

My Commission Expires: _____ Printed Name

**City of Rockport
Variance Application**

AGENT'S AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

Printed Name of Agent

Signature of Agent

Physical Address

Mailing Address

City/State/Zip Code

City/State/Zip Code

STATE OF TEXAS §

COUNTY OF _____ §

The foregoing instrument was acknowledged before me on this _____, day of _____, 20____, by _____ and

_____ who are personally known by me or who has

produced _____ and _____,

respectively, as identification and who did (did not) take an oath:

(Seal)

Notary Public Signature

My Commission Expires: _____

Printed Name

**BUILDING & DEVELOPMENT DEPARTMENT
EVENT CALENDAR FOR
APPEAL / VARIANCE TO ZONING CODE**

(Refer to City of Rockport Code of Ordinances, Chapter 118 for specific details.)

WEEK 1

- Submit application for appeal or variance to the City Building & Development Department.
- Submit additional documentation, pictures, survey of other information as needed along with legal description if required.

WEEK 2

- City notifies ZBA members of submitted application.
- City posts and publishes required 15-day public notice(s).
- City sends required 10-day notice(s) to the applicant(s) and to affected property owner(s) within 200 feet of subject property.

WEEK 2 to 3

- City posts agenda for the respective board.

WEEK 5 to 6

- Public Hearing held with the ZBA.
- Board action taken unless ZBA tables item, in which case final action completed in 20 days.

AFTER WEEK 5 or 6

After approval received for appeal/variance, **REQUEST BUILDING PERMIT** if building permit required. If no building permit required then a Certificate of Occupancy is issued. Allow approximately two to three weeks for review of construction plans, drainage plans, utilities, etc., by both City Staff and City Engineer before building permit issued (longer if tree plan, a plat, or other special approval is necessary).