

# Hondo-Variance Checklist

- Completed, original Variance Request Application
- Recent tax statement indicating taxes are currently paid for Property
- All exhibits shall be provided electronically (with Metes and Bounds in Word and exhibits in PDF format)
- Exhibit A shall provide the following information:
  - o Title Block (in lower right corner) with type of plan/illustration, existing subdivision name with block designation and lot number or existing Abstract/Survey name and Abstract number, preparation date
  - o North arrow, scale or note of approximate scale and legend, if abbreviations or symbols are used
  - o Site boundaries, existing lot lines, existing easements, site acreage and square footage, and approximate distance to the nearest public cross street
  - o Land Owner's name, address and telephone number; Developer-applicant name, address and telephone number; surveyor and/or engineer name, address and telephone number.
  - o Site Data Summary Table listing existing zoning, proposed use, proposed lot area(s) with square footage and acreage, proposed building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for non-residential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multi-family developments).
  - o Proposed reservations for natural features including flood plains, drainage ways, creeks, tree masses and wetlands. If the site does not contain a floodplain, note that "no floodplain exists on the site"
  - o Building locations and dimensions, dimensions between buildings on the same lot, use of buildings, building lines and setbacks.
  - o Parking lot areas and structures, proposed typical layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
  - o Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
  - o Existing or proposed driveways with pavement widths, rights of way, median openings, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.

<b>Name of Preparer</b>	<b>Staff Initial(s)</b>
<b>Preparer Telephone</b>	
<b>Preparer Email Address</b>	
<b>Date</b>	