



## VARIANCE PERMIT APPLICATION

- **A variance application fee of \$300.00 is required upon submittal.**
- **A separate variance application and fee is required for each variance request.**
- **Please describe in detail, the reason for requesting a variance on a separate sheet of paper. The letter should include as much supporting documentation as possible. This should include pictures or drawings if possible.**
- **Please provide the section numbers from the code of ordinances you are requesting the variance.**
- **After submittal, you will be contacted with a date and time your request will be submitted to City Council for approval or denial.**
- **It is requested that you show up for the meeting to present your case to City Council.**

Permit #:		Date:	
BUILDING LOCATION/INFORMATION			
Business name:			
911 Assigned address:			
OWNER INFORMATION			
Name:		Phone:	Fax:
Address:		State:	Zip:
Email:			
TENANT INFORMATION			
Name:		Phone:	Fax:
Address:		State:	Zip:
VARIANCE INFORMATION			
Please check the appropriate box, requesting a variance to: <input type="checkbox"/> Ch. 14- Building regulations,			
<input type="checkbox"/> Ch. 42 – Flood Damage Prevention, <input type="checkbox"/> Ch. 62 - Signs, <input type="checkbox"/> Ch. 70 – Subdivisions,			
<input type="checkbox"/> Other; Please explain			

### City of Oak Ridge North

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