Department of Public Works & Engineering
Planning & Development Services Division

APPLICATION FOR RESIDENTIAL SIDEWALK VARIANCE

City Of Houston

APPLICANT INFORMATION (Please PRINT– All fields MUST be completed)		
APPLICANT NAME:		
COMPANY NAME:		
MAILING ADDRESS:		
CITY:	**ZIP:**	**PHONE:**
EMAIL ADDRESS:		**FAX:**
APPLICANT SIGNATURE:		**DATE:**
WAS THE PROJECT REQUIRED TO RE-PLAT? ☐ **YES** ☐ **NO**		
PROJECT ADDRESS:	**PROJECT NUMBER:**	

BASIS OF VARIANCE REQUEST (Check all that apply):

☐ Technically Infeasible (Signed and Sealed Report)
☐ Petition from Previous Capital Improvement Project
☐ Open Ditch Requires Enclosure
☐ HOA Board of Directors Letter
☐ Deed Restrictions

Proper documentation must accompany this application to be considered for approval. Submittals without such documents will be returned without consideration.

REQUIREMENTS FOR SUBMITTAL

☐ **Completed variance application (Failure to complete all fields will result into the request not being processed)**
☐ **Copy of permit application**
☐ **Documentation**
☐ **Copy of site plan** (8 ½ X 11 sheets only) – **Distance from the property line to the street edge of pavement MUST be shown on the site plan**
☐ **Photos of the R.O.W. (the current sidewalk, open ditch, or where a sidewalk will be placed) along the Property Frontage (from both directions). No Google/map images.**

Please submit the residential variance application along with all required documents to the receptionist at 1002 Washington Avenue, 2nd Floor. All documents may also be submitted via email to Lakeisha.Henderson@houstontx.gov. The turnaround for sidewalk variance request is a minimum of 10 business days. To check the response to your request, visit: **http://www.pdinet.pd.houstontx.gov/cohilms/webs/Plan_LookUp.asp**