



APPLICATION FOR COMMERCIAL SIDEWALK WIDTH VARIANCE

City Of Houston

APPLICANT INFORMATION (Please PRINT– All fields MUST be completed)

APPLICANT NAME:		
COMPANY NAME:		
MAILING ADDRESS:		
CITY:	ZIP:	PHONE:
EMAIL ADDRESS: (Must be legible)		FAX:
APPLICANT SIGNATURE:		DATE:
WAS THE PROJECT REQUIRED TO RE-PLAT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PROJECT ADDRESS:	PROJECT NUMBER:	

BASIS OF VARIANCE REQUEST:

Please Give Explanation for Sidewalk Width Variance Request: _____

**** Variance request does not supersede any requirements by Planning Commission to install sidewalk or required width in Right of Way.**

**** Application for a Sidewalk Variance does not grant approval. Sidewalk where feasible must be placed partly or completely inside the private property in lieu of standard requirement in ROW. Sidewalk inside the property line will require a sidewalk Easement dedicated to the City of Houston.**

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
- Recorded Plat
- Property Survey
- Copy of site plan (8 ½ X 11 sheets only) – Distance from the property line to the street edge of pavement, property line to high bank of ditch **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 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 pwesidewalkvar@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