



# APPLICATION FOR RESIDENTIAL SIDEWALK VARIANCE

City Of Houston

APPLICANT INFORMATION (Please <u>PRINT</u> – All fields <u>MUST</u> 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 (Check all that apply):		
<input type="checkbox"/> Technically Infeasible (Signed and Sealed Report) <input type="checkbox"/> Petition from Previous Capital Improvement Project <input type="checkbox"/> Open Ditch Requires Enclosure <input type="checkbox"/> HOA Board of Directors Letter <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Others		
<p><b>** Variance request does not supersede any requirements by Planning Commission to install sidewalk or required width in Right of Way.</b></p> <p><b>Proper documentation must accompany this application to be considered for approval. Submittals without such documents will be returned without consideration.</b></p>		

### 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
- 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, 2<sup>nd</sup> Floor. All documents may also be submitted via email to [pwesidewalkvar@houstontx.gov](mailto: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](http://www.pdinet.pd.houstontx.gov/cohilms/webs/Plan_LookUp.asp)