



ENVIRONMENTAL BOARD VARIANCE APPLICATION GUIDE

The Land Use Commission (Zoning and Platting Commission or Planning Commission) are authorized under Section 25-8-41 Land Use Commission Variances to grant environmental variances after receiving a recommendation from the Environmental Board.

Boards and Commissions meet twice monthly, schedules can be found at

<http://austintexas.gov/zpc> , <http://austintexas.gov/planningcommission> , <http://austintexas.gov/envboard>

When requesting an environmental variance the following checklist is suggested to fully describe your case.

Applicant must provide variance request to PDRD Environmental Review Staff

24 Business Days Prior to the EV Board meeting,

Applicant should pay the variance fee to Intake.

Current fee schedule can be found at <http://austintexas.gov/departments/fees>

And provide variance request letter and backup documentation to Environmental Review staff contact at this time.

The following information is recommended to be included for Board and Commission backup. Variance Application Template is attached for your use. Please provide directly to your Environmental Reviewer via email:

1 –Findings of Fact for each requested variance- (see page 3 of template)

Use City of Austin Land Development Code -Land Use Commission Variance Determinations from Chapter 25-8, Subchapter A – Water Quality

2 – A project description (see page 2 of template)

3- Exhibits (see page 5 of template)

4 – An Environmental Assessment pursuant to ECM 1.3.0 (if required by 25-8-121)

5 – Applicant's variance request letter

Ten Days Before Scheduled Board or Commission Meeting

- Provide 10 hard copies of the information described above.
- Provide legible exhibits.

Bring to the Meeting

USB Drive with an MS PowerPoint presentation providing a description of the project and the basis for the variance request and any other presentation exhibits (to be presented by the applicant)