



WAIVER / VARIANCE REQUEST APPLICATION

The following items must be received **no later than 3:00 PM on the application submittal date** and all required items shall be submitted at time of application in order to be deemed a complete submittal. Applications will only be accepted on submittal dates and will not be accepted later or earlier than dates per the submittal schedule.

All applications must be submitted electronically to DevServ@burlesontx.com or online at <https://etrakit.burlesontx.com>

ITEMS REQUIRED WITH SUBMITTAL IN ORDER TO ACCEPTED
\$250 fee for each waiver/variance requested
List of waivers/variances with corresponding sections of City Ordinances/code being requested (example on page 2)
Written summary containing justification for the waiver / variance
Applicable exhibits or pictures (i.e., geographic fence location, sign plans, landscape plan, etc.)
A copy of any building or development applications/permits that triggered need for a waiver or variance

Regarding Sign Variances

The written summary/justification shall address ALL of the following:

(b)Approval standards. In granting any variance, city council shall consider the following criteria and shall grant the variance only if:

- (1) Special conditions exist which are peculiar to the land, structure or building involved and are not applicable to other lands, buildings or structures in the same vicinity. The city may attach such conditions to granting all or a portion of any variance necessary to achieve the purpose of this chapter; and
- (2) The strict interpretation of the provisions of the chapter would deprive the applicant of rights commonly enjoyed by other properties in the vicinity under the terms of the chapter; and
- (3) The special conditions and circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute pecuniary hardship or inconveniences; and
- (4) Granting the variance will meet the objectives of the chapter and not be injurious to the adjoining property owners or otherwise detrimental to the public welfare; and
- (5) The request will be the minimum variance necessary to alleviate the special hardship or practical difficulties faced by the applicant in meeting the requirements of this chapter; and
- (6) Granting of the variance will be in harmony with the spirit and purpose of this chapter.

I hereby certify that this application is in conformance with the requirements of the City's Subdivision Ordinance, as amended and other ordinances, maps, and codes of the City of Burleson that pertain to this submittal. I further certify that all required documents listed on this application have been provided and if the application is deemed incomplete, understand the case may be rejected. I understand that it is my responsibility to have the Applicant, Owner or other authorized agent present at the Planning and Zoning Commission and City Council meetings. Should an authorized person not be at the meeting to represent the application, I understand that the Commission or Council may continue this item to a future date to allow for questions regarding the case. I further understand that this request will be placed on the appropriate Planning & Zoning Commission and City Council agendas or other appropriate boards in accordance with the City's current ordinances. **I further certify that I have reviewed the applicable zoning district and future land use designation for the subject site as identified within the City of Burleson comprehensive plan:**

<https://www.burlesontx.com/838/Comprehensive-Plan>

APPLICANT / OWNER

Applicant or Authorized Agent	Owner
Name:	Name:
Company::	Company:
Address::	Address::
Telephone:	Telephone:
Email:	Email:
Signature:	Signature:

SITE INFORMATION

Address:	
Current Zoning:	
Proposed Zoning:	
Proposed Use:	
Comprehensive Plan /Future land use designation:	
Adjoining streets and/or Nearest Intersection:	

WAIVER/VARIANCE INFO

Waiver / Variance requested	Applicable Section of City Ordinance/Code
<i>(EXAMPLE: Pole Sign height variance)</i>	<i>EXAMPLE: Sign Regulations. Sec. 63-56 Pole Sign, (c)(1)</i>

2026

Application Submittal Dates

January						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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February						
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March						
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31						

June						
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July						
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September						
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November						
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December						
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City Holidays:	
Jan 01	New Year's
Jan 19	M L King Day
May 25	Memorial Day
Jul 03	Independence Day
Sep 07	Labor Day
Nov 26	Thanksgiving
Nov 27	Thanksgiving
Dec 24	Christmas
Dec 25	Christmas

Application Submittal Date

2026

Planning and Zoning Meeting Calendar

January						
S	M	T	W	T	F	S
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MEETINGS	
	City Council Meetings
	P&Z Meetings