



PLAT VARIANCE

APPLICATION CHECKLIST

APPLICATION SUBMITTAL REQUIREMENTS:

Please note that incomplete or illegible applications will not be accepted.

ONLY for Plat Variances, refer to ZBA Variance checklist if requesting a site development variance

- Application** submitted via the online permit portal [PublicAccess \(pearlandtx.gov\)](https://publicaccess.pearlandtx.gov)
- Property Owner Authorization Form** filled out and signed by property owner and agent.
- Pre-Development or Consultation Meeting Notes**, or identify the Pre-Development project number in Property Owner Authorization Form.
- Application fee** of \$400.00 for residential or commercial, paid via online permit portal or by cash, credit card (Visa and MasterCard only) or check made payable to the City of Pearland.
- Plat or current survey** of the proposed property in PDF format. The document must include
 - Metes and Bounds description and Plat notes
 - Location and boundary of the subject property must be clearly identified.
- Current Tax Certificate** or documentation that all taxes and obligations have been paid regarding the subject property for the current year. You may obtain an e-statement from the appropriate tax assessor's website.
- Letter of Intent** in PDF format explaining the request in detail.
 - Proposed use of the subject property, special conditions and circumstances leading to the need of the variance, how this property meets the variance criteria (Section 2.2.5.2(d)) and any other relevant information