

Variance Request Sample Letter

Landowner Name

Address

City, State zip

Phone & Email

Date

Washington County Commissioners' Court
Commissioner
100 East Main St.
Brenham, TX 77833

Dear Commissioner's Court:

I am currently working on selling approximately 5.0 acres of my 15.0 acres in the C.C. Sample Survey, A-239. This division fronts Sample Rd., in Precinct 5, and is outside the ETJ of any city limits. To the best of my knowledge this property has not been granted a variance of this nature prior to my request, of which I do understand it is my responsibility to determine.

The division of the subject property will meet or exceed the minimum requirement (60') of road frontage by having approximately 120 feet on Sampler Rd.; water shall be supplied by well systems since the availability of community water is not present [1]; and shall be serviced by an on site sewage system. This property does not lie in any flood hazard area [2]. I have attached a drawing to better explain my division.

Instead of submitting a formal plat which would create a financial burden [3], I am requesting a variance from the Subdivision Platting Requirements to allow me to sell this portion by metes and bounds rather than the formal subdivision platting process. I do understand that any further division of said tract would require me to follow the Subdivision Rules and Regulations as set forth by Commissioners Court. Once this variance has been granted my surveyor will be allowed to process my request meeting the above mentioned requirements.

Sincerely,

Landowner Signature

[1] List community water supply Company if it is in the area and available.

[2] List and show any flood hazard areas if applicable.

[3] Briefly explain reason for variance request.