



ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

310 IH 10 W
Seguin, Texas 78155
Office: (830) 303-8858
Development@guadalupetx.gov

Variance Request Checklist

A Variance is a departure from the Guadalupe County Subdivision Regulations that is requested as a part of the standard platting process.

The Commissioners Court of Guadalupe County shall have the authority to grant variances from these Regulations when the public interest or the requirements of justice demands relaxation of the strict requirements of the rules. **The variance request must be presented to Commissioners Court and resolved prior to submission of any application.**

Completed Pre-Development Meeting with Guadalupe County. Date meeting completed: _____

Variance Request Packages shall include:

- 1) Completed Variance Request Form
- 2) Guadalupe County Appraisal Card. Can be found at: [Guadalupe Appraisal District – Official Site](#)
- 3) Copy of the current property Deed(s): www.guadalupetx.gov County Clerk's Webpage
- 4) Copy of the Subdivision Plat (If applicable): www.guadalupetx.gov County Clerk's Webpage
- 5) Copy of the survey.
- 6) Owner Acknowledgement (if someone else besides the owner is applying for the variance, or acting on behalf of the Owner) (can be obtained from GC Environmental Health Department)
- 7) Completed Covenants and Deed Restrictions Form. (can be obtained from GC Environmental Health Department)
- 8) A Lien Release or Lien Acknowledgement from the lender will be required if there is an active lien on the property.
- 9) Any other pertinent information that may support the variance request.
- 10) Variance Request Fee must be made to the department.

Once a complete Variance Request Package is submitted and approved, the variance request package will be forwarded to the Guadalupe County Precinct Commissioner for review. Once the Commissioner has completed their review, they will advise staff to place the request on the Court's Agenda for the Commissioners Court review and action. ***Staff cannot place a request on the Commissioners' Court Agenda without the Precinct Commissioners' approval.**



GUADALUPE COUNTY

310 IH 10 W
Seguin, Texas 78155
Office: (830) 303-4188
MON-FRI 7:30AM – 4:00PM
development@guadalupetx.gov

VARIANCE REQUEST FORM

A variance is defined as a commission-approved deviation from the requirements of the Guadalupe County Subdivision Regulations, On-Site Sewage Order, or the Flood Damage Prevention Order. With this completed variance request form, also provide the Guadalupe Appraisal Card and a survey or aerial map of the whole property.

The fee for this request is \$175.00 (for Commissioners Court Approval)

Property Owner Name _____

Property Address _____ City/ST/ZIP _____

Phone # (____) _____ Email _____

Property Tax ID # _____ Property located within ETJ of a City _____

Section in the Guadalupe County Order requesting the variance _____

Reason for request: _____

Signature of Requestor: _____ Date: _____

OFFICE USE

Date Variance Form Received: _____ Date Request Submitted to Commissioner: _____

Date Commissioner Authorized Agenda Item: _____ Date Presented to Commissioners Court: _____

Commissioners Court Ruling: _____

Notes: _____
