



**ITEM:**  
Meeting Date:

# Houston Planning Commission

## APPLICATION SUBMITTAL REQUIREMENTS

An applicant seeking hotel/motel approval in accordance with Planning Standards of Chapter 28 of the City of Houston's Code of Ordinances must complete the following application and submit an electronic copy of the Microsoft Word document to [planning.hotel-motel@houstontx.gov](mailto:planning.hotel-motel@houstontx.gov) prior to 11:00am on the submittal dates adopted by the Houston Planning Commission. For complete submittal requirements, please visit the City of Houston Planning & Development Department website at [www.houstonplanning.com](http://www.houstonplanning.com).

- COMPLETED APPLICATION FORM (VARIANCE APPLICATION IF APPLICABLE):
- ONE COPY OF COMPLETE BUILDING PERMIT DRAWINGS (INCLUDING SURVEY AND/OR PLAT):
- TITLE INFORMATION:
- LAND USE PARCEL MAP:
- COPY OF THE APPLICATION FOR BUILDING PERMIT WITH PROJECT NUMBER:
- APPLICATION FILING FEE (REFERENCE P&D HOMEPAGE FOR CURRENT FEE SCHEDULE):
- ONE COPY OF THE SITE PLAN:
- OFF-STREET PARKING CALCULATION PLAN:
- LANDSCAPING PLAN (IF ABUTTING RESIDENTIAL PROPERTY):

HOTEL/MOTEL NAME:  
HOTEL/MOTEL ADDRESS:

# HOTEL/MOTEL VARIANCE



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VARIANCE REQUEST APPLICATION

An applicant seeking a variance from the Planning Standards of Chapter 28 of the City of Houston's Code of Ordinances must complete the following application and submit an electronic copy of the Microsoft Word document to planning.hotel-motel@houstontx.gov prior to 11:00am on the submittal dates adopted by the Houston Planning Commission. For complete submittal requirements, please visit the City of Houston Planning & Development Department website at www.houstonplanning.com.

APPLICANT COMPANY CONTACT PERSON PHONE NUMBER EMAIL ADDRESS

COUNTY COUNCIL DISTRICT ZIP CODE LAMBERT KEY MAP SUPER NEIGHBORHOOD

HOTEL/MOTEL NAME:
HOTEL/MOTEL ADDRESS:
PROPERTY OWNER OF RECORD:
OWNER ADDRESS:
PROJECT PERMIT NUMBER:
TOTAL ACREAGE:
TOTAL NUMBER OF ROOMS:
PARKING SPACES PROVIDED:
SURVEY/ABSTRACT NO:
SCHOOL DISTRICT:

NORTH OF: EAST OF:
SOUTH OF: WEST OF:

PURPOSE OF VARIANCE REQUEST:

CHAPTER 28 REFERENCE(S):

HOTEL/MOTEL VARIANCE



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### APPLICANT'S STATEMENT OF FACTS

SUMMARY OF VARIANCE CONDITIONS (BE AS COMPLETE AS POSSIBLE):

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*The applicant must clearly identify how the requested variance meets the criteria in ALL items (1) through (4). The information provided will be used to evaluate the merits of the request. An electronic copy of any supporting documentation reference within the "Applicant's Statement of Facts" should be emailed to the Planning Department at [planning.hotel-motel@houstontx.gov](mailto:planning.hotel-motel@houstontx.gov).*

- (1) **The imposition of the terms, rules, conditions, policies and standards of this article would create an undue hardship by depriving the applicant or owner of the property of the reasonable use of the land;**
- (2) **The circumstances supporting the granting of the variance are not the result of a hardship imposed or created by the applicant;**
- (3) **The intent and general purposes of this article will be preserved and maintained; and**
- (4) **The granting of the variance will not be injurious to the public health, safety or welfare.**

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## HOTEL/MOTEL VARIANCE