



Planning and Development Division  
3105 Market, Galveston, TX 77550

409/797-3660

planning@galvestonTX.gov  
www.galvestonTX.gov

# APPLICATION FORM ALCOHOL SALES VARIANCE

## City Council Meeting Schedule - 2024

Deadline / Meeting	Deadline / Meeting	Deadline / Meeting	Deadline / Meeting
<b>January</b> 12/28.....1/25	<b>April</b> 3/28.....4/25	<b>July</b> 6/27.....7/25	<b>October</b> 9/26.....10/24
<b>February</b> 1/25.....2/22	<b>May</b> 4/25.....5/23	<b>August</b> 7/25.....8/22	<b>November</b> 10/17.....11/14
<b>March</b> 2/22.....3/21	<b>June</b> 5/30.....6/27	<b>September</b> 8/22.....9/19	<b>December</b> 11/14.....12/12

*City Council meetings typically are 5:00 pm in City Council Chambers, 823 Rosenberg. Verify with staff prior to meeting date.*

### I. PROPERTY INFORMATION

\_\_\_\_\_  
Street Address/Location, or

\_\_\_\_\_  
Legal Description (Lot Number, Block Number, Subdivision)

\_\_\_\_\_  
Present Use(s) and Improvement(s) on Property

\_\_\_\_\_  
Proposed Use(s) and Improvement(s) on Property

### II. APPLICANT INFORMATION

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Applicant/Representative Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

### III. VARIANCE REQUEST FROM:

- Church                       Hospital                       School, Private or Public

Address of above location \_\_\_\_\_

Distance from subject  
property to above location \_\_\_\_\_

*Please note: Distances from Churches and Hospitals are measured along the property lines of the street fronts from front door to front door, and in direct line across intersections. Distances from Schools, Private or Public are measured in a direct line from property line to property line.*

**IV. DETAILED NARRATIVE AND APPLICANT'S JUSTIFICATION FOR THE REQUEST**

(Attach additional pages if necessary)

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**V. ACKNOWLEDGEMENTS**

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner's permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

**Please read and initial below:**

- \_\_\_\_\_ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- \_\_\_\_\_ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.
- \_\_\_\_\_ I understand that if I am not present or represented at the public hearing, the City Council may defer or disapprove/deny the application.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

**VI. APPLICANT CHECKLIST**

- ✓ *All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.*
- ✓ *Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.*

- [ ] **Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)
- [ ] **Grounds Supporting the Variance** – attach additional pages
- [ ] **Written Notification** – when the subject property is within 300 feet of a public or private school, the applicant must give written notice of the application to officials of the public or private school. A copy of the notice must be submitted with this application.
- [ ] **Fee** – includes mailing costs for properties within 300 feet of the subject property and notification in the newspaper. Will be determined by Staff.
- [ ] **Title Report** – if property was purchased within the last 60 days