



FOR OFFICE USE ONLY	
Request #: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____
\$80.00 Residential Waiver Fee 1415.32030	
\$800.00 Commercial Waiver Fee 1415.32020	
\$10.00 Technology Fee 1415.37265	

WAIVER REQUEST APPLICATION

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

Please identify type of Waiver

- Residential Improvement Waiver: Fee of \$80.00 + Technology Fee of \$10.00 a total of \$90.00(due at time of Submission of Application).
- Commercial Improvement Waiver: Fee of \$800.00 + Technology Fee of \$10.00 a total of \$810.00 (due at time of Submission of Application).
- Application provided by City of Amarillo completed in full. Please attach pages if additional information is provided.

Waiver Location Address: _____ **Map Section:** _____

Legal Description: Lot _____ Block _____ Subdivision _____

Other: _____

Type of Improvement: Street Surfacing Curbs & Gutters Sidewalks Alley Water and Sewer Service Drainage Plan

APPLICABLE CONDITIONS: Check or mark all conditions that apply (At least two (2) must exist to qualify for a waiver)

- Allocation of City funding for the project is not immediately available.
- The Plat or Lot(s) to be developed contain(s) only partial or isolated improvements and the proposed improvements will not tie to existing improvements.
- The adjacent Street(s), road or highway is under the Texas Department of Transportation's maintenance and the Texas Department of Transportation has no immediate plans for any improvements for construction.
- Special conditions applicable to the property exist related to its location, public improvements, or the lack of improvements. Please Describe: _____

- The waiver will not be materially detrimental to the public welfare, public safety, use, enjoyment and value of adjacent property.

Property Owner(s): _____

Company Name (if applicable): _____

Address: _____

Telephone: (____) _____ Email: _____

Requestor (Main contact person): _____

Company Name (if applicable): _____

Address: _____

Telephone: (____) _____ Email: _____

I have read the attached Section 4-6-122 Waiver, Chapter 4-6 "Platting and Subdivision Improvements and Maintenance" of the City of Amarillo Municipal Code and request this waiver be granted.

Signature of Requestor Date

Sec. 4-6-122. Waiver.

(a) The City Engineer or Assistant Director of Utilities may waive some or all of the requirements of Sections 4-6-123 through 4-6-128 they administer when at least two (2) of the following conditions exist. The request for a waiver shall not be based upon self-imposed hardship or only the opportunity to make the property more profitable or reduce expense to the owner. Written application for waiver shall be submitted by the Developer or landowner. The waiver application shall fully state the grounds for the waiver and all facts related to such request:

- (1) Allocation of City funding for the project is not immediately available.
- (2) The Plat or Lot(s) to be developed contain(s) only partial or isolated improvements and the proposed improvements will not tie to existing improvements.
- (3) The adjacent Street(s), road or highway is under the Texas Department of Transportation's maintenance and the Texas Department of Transportation has no immediate plans for any improvements for construction.
- (4) Special conditions applicable to the property exist related to its location, public improvements, or the lack of improvements.
- (5) The waiver will not be materially detrimental to the public welfare, public safety, use, enjoyment and value of adjacent property.

(b) The waiver when granted will not preclude any future City funded or assessment funded project. The waiver will not prevent assessments when assessments are properly applied. A waiver will be considered as a delay of improvements.

(c) When the City Engineer or Assistant Director of Utilities does not grant a waiver as provided in subsection (a), the applicant may, within ten (10) business days from the date of notification, appeal the decision to a panel consisting of the Director of Public Works, Director of Community Services, Director of Utilities and Traffic Engineer. The appeal must be in writing. If a majority of the panel concurs, such panel may waive some or all of the requirements of sections 4-6-123 through 4-6-128.

(d) Should the waiver denial of the City Engineer or Assistant Director of Utilities be appealed, the City Engineer or Assistant Director of Utilities shall transmit to the panel all the papers constituting the record by which the original waiver was denied.

(e) Any Developer or property owner who is dissatisfied with the findings of the panel may, within ten (10) business days from the date of notification of the ruling file an appeal with the City Secretary that the appeal be heard and considered by the City Commission. The City Secretary shall schedule a time for a hearing before the City Commission and shall notify any person indicating an interest in the hearing.

How to Submit an Application

You have three options for application submittal:

Please note that effective 04/02/2021, new FTP site instructions have been uploaded and the host and login information have changed

1. Email (with all required attachments) to development@amarillo.gov. *Preferred - less than 9 MB*

2. (For large files - more than 9 MB) Electronic submittal via the [File Transfer Protocol \(FTP\) site](#).

Please follow the [Document Preparation Guidelines](#) for uploading to the FTP Site.

3. Physically delivering the application to the Development Services counter - Please check in with the front desk or call 806-378-5263 to make arrangements.

Please note that payment of any application fees is required before an application can be deemed completed and eligible for review. Payment may be submitted through US mail, hand delivery, or credit card (may be taken over the phone or in person).

Note: Applications are available [here](#)