

Procedure for Requesting a Variance to Water Conservation Measures

A variance is an official dispensation from a rule or regulation. When you request a variance to water conservation measures, you are requesting permission to temporarily not follow a specific part of the water conservation measures.

A variance may be granted if one or more of the following conditions are met:

- Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person or entity requesting the variance.
- Compliance with the water conservation measures cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

If your situation meets one or more of the above conditions, you may be eligible for a variance. If you would like a variance, you must submit your petition for a variance **in writing** to the **Director of Public Works, Gerald Cosgrove**.

Your written petition must include the following information:

- Name and address of the petitioner(s)
- Purpose of water use
- Specific provisions from which relief is requested (i.e. specific part of the water conservation measures you want to be exempt from)
- Detailed statement of the adverse effect of the provision from which relief is requested
- Description of the relief requested (i.e. you want to water more than twice per week)
- Period of time for which the variance is sought
- Alternative measures that will be taken to reduce water use, and
- Other pertinent information.

All variances are temporary and must be submitted for reconsideration if we enter a higher water conservation stage.

You can submit your written petition for a variance to the Director of Public Works, Gerald Cosgrove, via **email** at geraldc@plano.gov or by **direct mail** to:

1520 K Avenue, Suite 250
Attn: Gerald Cosgrove, Director of Public Works
Plano, TX 75074

If you have questions about requesting a variance, you can call (972) 941-7152.