



ZONING BOARD OF ADJUSTMENT

VARIANCE APPLICATION

1400 Main Street, Suite 310
Southlake, TX 76092
Phone: (817) 748-8069

ZBA CASE NO. _____

FILING FEE: \$305.00

Location of Application: (address/legal description)

Owner:	Applicant (if different than owner):
Address:	Address:
Telephone:	Telephone:
Email:	Email:

State the **SPECIFIC PROVISION** of the zoning ordinance for which you are requesting a variance. (You may give the Section number and paragraph, OR you may DESCRIBE the **REGULATION / REQUIREMENT**.)

.....
.....
.....
.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Furthermore, the Board must be satisfied that the variance you are requesting is the MINIMUM deviation from the terms of the ordinance NECESSARY to OVERCOME the unique conditions and circumstances which you have described.

Explain how your proposal is the MINIMUM manner by which the unique conditions and circumstances described can be overcome:

.....

.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

EXPIRATION OF GRANTED REQUEST.

ZONING BOARD OF ADJUSTMENT RULES OF PROCEDURE, Section 7.1

Any special exception or variance granted or authorized by the Board shall authorize the issuance of a building permit and/or a Certificate of Occupancy, as the case may be, for a period of one year from the date of the favorable action of the Board unless said Board shall have in its action approved a different period of time and has so shown such specific period of time in the minutes of its action. If the building permit and/or Certificate of Occupancy shall not have been applied for within said one year period or such extended period as the Board may have specifically granted, then the special exception or variance shall be deemed to have been waived and all rights thereunder terminated. All applications for a request which have been denied shall be deemed to be denied with prejudice unless stated otherwise in the Board's written decision.

YOUR RIGHTS TO APPEAL THE BOARD'S DECISION.

LOCAL GOVERNMENT CODE, Section 211.011

Any of the following persons may present to a court of record a verified petition stating that the decision of the board of adjustment is illegal in whole or in part and specifying the grounds of the illegality: (1) a person aggrieved by a decision of the board; (2) a taxpayer; or (3) an officer, department, board, or bureau of the municipality.

The petition must be presented within ten days after the date the decision is filed in the board's office.

PROPERTY OWNER ACKNOWLEDGEMENTS

Notarized signature of *all* owners is mandatory.

Use additional sheets if necessary.

Property Ownership Acknowledgement: As owner of the property described in this application, I understand that my property is being considered for a Variance.

Signature of Owner _____ Date _____

Owner's Name (Typed or Printed) _____

Notary Acknowledgement: Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the _____ day of _____, 20_____.

Notary Public In and For Texas

My commission expires the _____ day of _____, 20_____.

Agent Authorization (if applicable)

Agent Authorization: I, _____, owner of the aforementioned property do hereby certify that I have given my permission to _____ to act as my agent for this variance request.

Signature of Owner _____ Date _____

Owner's Name (Typed or Printed) _____

Notary Acknowledgement: Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the _____ day of _____, 20_____.

Notary Public In and For Texas

My commission expires the _____ day of _____, 20_____.