



972.230.9622 | 211 E. Pleasant Run Road, DeSoto, TX 75115-3939 | desototexas.gov

**VARIANCE APPEAL (ZONING BOARD OF ADJUSTMENTS)
APPLICATION**

Application Fee: Non-refundable fee of \$3,000.00

Property Owner Information

Applicant/Agent: _____ Telephone No. _____

Email: _____ Firm Name: _____

Owner Name: _____ Phone No. _____

Email: _____ Firm Name: _____

Surveyor/Engineer/Architect Information

Engineer Name: _____ Telephone No. _____

Email: _____ Firm Name: _____

Property/Site Information

Location/ Address: _____

Subdivision/Project Name: _____

Lot No./ Block No.: _____ Lot Size: _____ No. Acres: _____



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Submittal documents

******application will be considered incomplete if all documents are not included***

- Completed Application
- Application fee
- 1 folded copies at size 24' x 36' of Site plan, Landscape Plan, and Elevation Plan
- Letter of Intent
- One Tax Receipt, from Dallas County for each lot or tract of land involved in the Site Plan Review.
- Letter of Authorization
- Digital Plans (email or thumb drive)
- Written narrative stating reasons for the variance request.

Applicant Signature

Date

Owner Signature

Date

Applicant Printed Name

Date

Owner Printed Name

Date

Property owner must sign application or submit letter of authorization

For Office Use Only:		
Application Date:	Fee:	Case No:

ATTENTION: Once application is submitted, the applicant has ninety (90) days to finalize the Application that addresses all of staff's comments. If the application is not completed within this time frame, the applicant will need to resubmit and pay required fees. An application is not deemed complete until all comments have been met.

— *So much to love* —
DeSoto City Planning and Zoning