

City of Mineral Wells

Board of Adjustment Application

Type of Request (check one):

- ☐ Application (\$150)
☐ Special Exception (\$150)
☐ Variance (\$150)

OFFICE USE:

Case No.: _____
Fee Pd.: _____
Received By: _____
Date Received: _____

NOTE: Please type or print legibly. (See attached page for instructions.)

Property address: _____

Legal Description of Property: _____

Zoning District: _____ Present Use: _____

Specific Request: _____

Reason for Request: _____

Fill out questions 1-4 for variance requests only:

1. State special circumstances peculiar to the land, structure, or building which necessitate such request:

2. Demonstrate that the special conditions and circumstances are not a result of the actions of the applicant.

3. State how literal interpretation of the provisions of this ordinance deprive the applicant of rights enjoyed by others in the district.

4. State how granting the variance would not confer upon the applicant any special privilege which is denied by the ordinance to land, structure, or buildings in the district.

City of Mineral Wells

Board of Adjustment Application

Name of Applicant: _____ Phone No.: _____

Mailing Address: _____ City, State, Zip: _____

Email: _____

Name of Property Owner: _____ Phone No.: _____

Mailing Address: _____ City, State, Zip: _____

Email: _____

I hereby certify that all information contained herein is true and correct, and that all required submissions (see attached information) have been submitted.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

OFFICE USE ONLY:

This application was [☐] Conditionally Approved [☐] Approved [☐] Disapproved
by the Board of Adjustment on _____ (date*).

* A special exception is valid for 90 days from date of approval.

Director of Board of Adjustment

Date

INFORMATION

Submission Requirements: The completed application, along with **all** required documentation **and** the required fee must be submitted by 2 p.m. **21 days prior to the Board of Adjustment meeting date**. Your application cannot be processed until then. If you are unsure what documentation is required or would like a calendar, please contact the Board of Adjustment Secretary in the Development Services Department for more information. Required documentation: completed application, survey/plat, site plan, construction plans, vicinity map, and other related information that may be helpful regarding your case.

Survey: For all variance and special exception requests a survey showing all property lines and current structures is required to be submitted with the application.

Site Plan: A proposed site plan or proposed plat drawn in a professional manner indicating the request (**please highlight area**) is required to be submitted with the application.

Where do you begin the special exception or variance application process?

City of Mineral Wells Development Services Department, 211 S.W. 1st Avenue, P.O. Box 460, Mineral Wells, Texas 76068

Procedure: Submit completed application, all required documentation, and required fee by 2 p.m. 21 days prior to the Board of Adjustment meeting date. The fee is nonrefundable. After submitting the application, property owners within 200 feet of the site are notified. **The Board of Adjustment meets the 3rd Thursday of each month at 9:00 a.m.** in the Council Chambers at the City Hall Annex, 115 S.W. 1st Street unless otherwise stated by staff. Calendars are available upon request.

Follow Up: If your application is approved you may still need to apply for a permit.

For any questions or concerns, please contact the Development Services Department, located at
211 SW 1st Ave., Mineral Wells, TX 76067
You may call (940) 328-7715 or email: inspections@mineralwellstx.gov