



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

Variance	Special Exception	Zoning Appeal
Property Information		
Address of premises affected:		
Lot/Tract:	Block/Abstract:	Lot Size:
Legal Description - Addition/Survey:		
Property Owner Information		
Owner Name:		
Address:		
Phone:	Email:	
I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances.		
Signature:		Date:
Applicant/Agent Information		
Applicant/Agent Name:		
Address:		
Phone:	Email:	
Detailed Description of Request:		
Acknowledgement		
I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.		
Signature:		Date:

FOR OFFICE USE ONLY			
Date Payment Received:	Date of Public Hearing:	Date Notified:	Item No.

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com