



APPLICATION TO THE ZONING BOARD OF ADJUSTMENT AND APPEALS

The Zoning Board of Adjustment and Appeals is authorized to consider certain variances, special exceptions, and interpretations. If you wish to make an application to the Zoning Board of Adjustment and Appeals, the following procedures will apply:

I. APPOINTMENT WITH STAFF

Potential applicants are encouraged to schedule an appointment with the Planner to discuss the request prior to submittal of the application. To schedule appointment, please call (903) 731-8419.

II. APPLICATION FORM

The attached application should be completed and submitted to the Development Services Office at least 15-days prior to the next regular meeting of the Zoning Board of Adjustment and Appeals. The form must be signed by the applicant or property owner and notarized. **Your driver's license must reflect your correct address and cannot be expired.** The application can be notarized at City Hall free of charge.

III. DRAWING

A drawing of the request on 8½ x 11-in paper is required. The drawing should be shown to scale and should indicate boundaries, dimensions, existing and proposed buildings, structures, fences, front, side and rear setbacks, and any applicable features related to the request. Dimensions should be shown from property lines. (The curb or pavement line of a street or alley is generally not the property line).

IV. APPLICATION FEE OF \$150.00

A non-refundable fee must be paid when submitting an application. If the Zoning Board of Adjustment and Appeals approves the request, then there will be a separate fee for the building permit along with required building plans.

V. NOTIFICATION

Notices describing your request and stating the date of the Zoning Board of Adjustment and Appeals meeting will be mailed to all property owners within 200 feet of your property. All noticed property owners are sent a form on which they can indicate support or opposition to your request.

VI. BOARD MEETING TIME AND PLACE

The Zoning Board of Adjustment and Appeals meets as needed in the City Council Chamber to hear cases and discuss business. Applications must be submitted to the Development Services Department at least 2 weeks prior to the next meeting in order for staff to meet public notice deadlines and case preparation. The applicant (or a representative) must be present at meeting.



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OWNER AND APPLICANT INFORMATION: (Location where variance is being requested)

Property Address:			
Legal Description:	Subdivision:	Block:	Lot:
	Appraisal District Tract and Block (if not part of a recorded subdivision):		
Land Use and Zoning:	Current Use of the Property:		
	Zoning:	Acreage:	
Property Owner Info:	Name:		
	Address:		
	Phone:	Email:	
Applicant Info:	Name:		
	Address:		
	Phone:	Email:	

VARIANCE REQUEST INFORMATION:

Reason for Requesting a Variance:	

ZONING AND DEVELOPMENT CODE REQUIREMENTS:

Indicate which codes you are requesting to vary from:	



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PROPERTY OWNER OR AUTHORIZED APPLICANT SIGNATURE PAGE:

I acknowledge under penalty of perjury that I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property described in this application.

YOUR DRIVER'S LICENSE MUST SHOW YOUR CURRENT ADDRESS AND IT CANNOT BE EXPIRED.

Signature of Applicant