



CITY OF COPPELL
BUILDING INSPECTIONS
265 PARKWAY BLVD.
COPPELL, TX 75019

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APPLICATION
REQUEST FOR VARIANCE - BOARD OF ADJUSTMENT

Date: _____

I, the undersigned owner or _____ (option-holder, etc.), of the following described real property located in the City of Coppell, Texas, hereby make application for a request for a variance from the terms of Section _____ of the City of Coppell Zoning Ordinance. The current zoning of my property is: _____.

PLEASE NOTE: The Board of Adjustment is not authorized to consider cases in districts zoned as Planned Development (PD), with the exception of fence variances.

LOCATION OF PROPERTY

Street Address: _____

REQUEST: (If there is additional information that you feel would be helpful to the Board in making a decision, please include this information in your request.)

Before your application will be considered by the Board, the attached checklist must be completed.

A non-refundable application fee of \$100.00 is required at the time of application.

I have read this application form and understand that filing the application and paying the fees does not guarantee an affirmative action by the Board of Adjustment. I further understand that at least four (4) affirmative votes must be cast in order to receive a variance.

Staff Member's Signature	Date	Receipt Number
Signature of Applicant	Print name	
Mailing address	Phone (Home)	Phone (Daytime)

CHECKLIST REQUEST FOR A VARIANCE - BOARD OF ADJUSTMENT

To assist Board of Adjustment in establishing the information necessary to make a decision regarding the request for a variance, please complete the following checklist:

1. Is your land or your building different from others around you? Yes _____ No _____
If yes, explain how.

2. Is your land or building useful for any purpose without the variance requested?
Yes _____ No _____ If no, explain why not.

3. Is there a property hardship associated with this particular parcel? Yes _____ No _____
If yes, explain the hardship.

4. Is there any reason that you would be unable to comply with the Ordinance provisions if the variance was denied?
Yes _____ No _____ If yes, explain why.

5. Does the property surrounding you have different zoning requirements? Yes _____ No _____
If yes, what are they?

6. Are there any special conditions where a literal interpretation of the Ordinance would result in an unnecessary hardship? Yes _____ No _____ If yes, what are they?

7. Will traffic conditions be affected by the requested change? Yes _____ No _____
If yes, how?

In order to be assured of a fair hearing, it is important that the applicant furnish as much information to the Board as possible, in the form of site plans, elevations, photographs, renderings, and any other supporting evidence. Incomplete submittals will result in a recommendation by staff for denial. Economic hardship is insufficient for approval of a variance.

Signature

Date