



## ZONING BOARD OF ADJUSTMENT REQUEST

### DOCUMENTS REQUIRED

Documents must be a maximum of 11x17 in size or available electronically. Please submit fourteen copies of any oversized documents not meeting these requirements, so that they can be hand delivered to ZBA members. Application and disclosure forms must be original.

Staff review will not begin until all the following have been submitted. Once submitted, applications will be evaluated by a Staff committee to determine whether the ZBA has jurisdiction and can hear the request. Applicants will be notified after review, either that their case has been scheduled with the ZBA, at which time the \$200 application fee will be due; or that the ZBA does not have jurisdiction and the case cannot be heard. (Please note that some requests may require additional materials.)

- | Staff                    | Appl                     |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | ZBA application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Documents required check list, completed and signed by applicant   |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure of Interest form from applicant and any other person listed on the application.<br>(Only applicable if different from owner.) |

**For Variances and Special Exceptions:  
Refer to page 2 to determine which of the following are required:**

- 1. dimensioned site plan with location of request and/or parking analysis
- 2. dimensioned drawing of the proposed sign, including letter height
- 3. illustration of proposed construction
- 4. number of existing, required, and proposed parking spaces
- 5. illustration of proposed sign or building elevation
- 6. signed and notarized Off-Site Parking Agreement with \$24 check for filing, made out to Tarrant County Clerk
- 7. percentage of masonry coverage
- 8. proposed dwelling unit size(s)
- 9. proposed exterior building materials
- 10. Off-Site Advertising/Development Sign Request Form
- 11. number and location of any signs within 200 feet of proposed sign
- 12. Hardship Statement describing the variance requested and non-financial or non-personal hardship it will resolve
- 13. site layout showing the proposed carport location, dimensions, roof type and construction, and color scheme
- 14. Carport Special Exception Information Check List
- 15. Carport Special Exception Technical Check List
- 16. Notice of Violation from Code Enforcement, if Applicable
- 17. Permit Review Comments Report

Preparer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



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### DOCUMENTS REQUIRED, p. 2

#### Variance Requested:

- |              |   |
|--------------|---|
| 1, 12, 17    | encroachment into a required building setback |
| 1, 12, 17    | lot depth, width                              |
| 1, 4, 12, 17 | required parking or loading                   |

#### Special Exception Requested:

- |                    |   |
|--------------------|---|
| 1, 2, 10, 11, 17   | off-site advertising and development signs  |
| 1, 17              | temporary sand and gravel extraction  |
| 1, 3, 17           | institutional canopy, portico, covered walkway in required setback  |
| 1, 3, 4, 17        | outside display of finished products for a time period exceeding one day  |
| 1, 4, 17           | deferred construction of up to 20% of required parking  |
| 1, 2, 17           | additional signage for new car dealerships  |
| 1, 3, 17           | porte cochere, covered walkway, canopy in required street building setback  |
| 1, 4, 6, 17        | required or additional off-premise parking  |
| 1, 3, 17           | new motor vehicle parts installation, vehicle repair - incidental use to retail sales   |
| 1, 3, 17           | building elements spanning public street rights-of-way  |
| 1                  | temporary asphalt or concrete batch plant   |
| 1, 5, 17           | temporary carnival, circus, amusement ride  |
| 1, 2, 17           | wall signs on an exterior façade wall not immediately abutting the tenant space or business that it advertises                        |
| 7, 9, 17           | masonry coverage  |
| 1, 8, 17           | minimum gross living area   |
| 13, 14, 15, 16, 17 | carport in front yard   |
| +3 if new const    |   |
| 1, 2, 17           | Electronic message center sign displaying animated or video images, except when located in the "F" District or a Major Sports Complex |