



APPLICATION

ZONING BOARD OF ADJUSTMENT

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Select Request Type:

- Variance** – select one:
- Encroachment into a required setback Lot depth or width
- Appeal of Administrative Official's Decision** – describe:
Administrative Decision in Question: _____

Note that a variance is permitted only where the literal enforcement of the provision of the Unified Development Code would result in an unnecessary hardship and where such variance is necessary to permit a specific lot which differs from other lots in the same district by being of such restricted area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other lots in the same district. (Hardships cannot be self-created or for financial reasons alone.)

Request Information

LOCATION: _____ SUBDIVISION: _____ LOT(S)/BLOCK: _____

Owner Information

Firm Name (authorized representing agent, if applicable): _____

Owner Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Applicant

Firm Name: _____ Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Documents Required

- Dimensioned site plan with location of request (maximum of 11x17 in size or available electronically)
- Hardship Statement describing the variance requested and non-financial or non-personal hardship it will resolve
- Permit Review Comments Report

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:

- Their case has been scheduled with the ZBA, at which time the **fee** will be due; or
- The ZBA does not have jurisdiction and the case cannot be heard.

Preparer's Signature: _____

Printed Name: _____ Date: _____

FOR OFFICE USE ONLY

AMANDA Sequence Number: _____

Owner Certification and Disclosure of Interest

Article XII, Code of Ethics, of the "Administration" Chapter of the Code of the City of Arlington, Section 12.06, requires all persons seeking City Council, Planning and Zoning Commission, or Zoning Board of Adjustment consideration or action concerning any application for rezoning, plat approval, special exception, variance or similar application requiring action by the Planning and Zoning Commission or Zoning Board of Adjustment, to provide the following information. The applicant and the owner shall both file statements in those cases where the applicant does not own the property which is the subject of consideration or action.

Do you believe that a City official or City employee may have a conflict of interest in the aforementioned property or application?

YES NO

If YES, state the name of each person and the department they represent known by you that may have a conflict of interest in the property of the application referenced.

Name: _____ Council, Board, Commission, or City Department: _____

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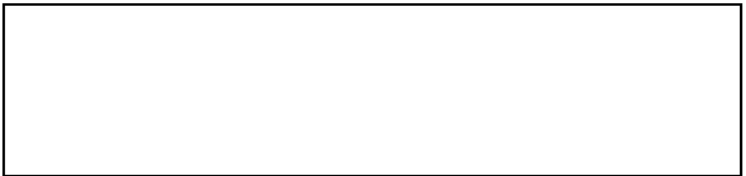
This is to certify that (owner name) _____, the stated undersigned, is/are the sole owner(s) of the property described in this application, and that I/we have read and understand the "Disclosure of Interest".

_____	_____	_____
Owner Signature	Date	Owner Name (print)
_____	_____	_____
Agent Signature	Date	Agent Name (print)

Notary Statement - All Signatures Must Be Notarized

Before me, the undersigned authority, on this day, personally appeared (owner) _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this _____ day of _____, 20 ____ .



Notary Public in and for the State of Texas

Before me, the undersigned authority, on this day, personally appeared (agent) _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this _____ day of _____, 20 ____ .



Notary Public in and for the State of Texas