



CITY OF UNIVERSITY PARK

BOARD OF ADJUSTMENT APPLICATION REQUIREMENTS

Prior to the submission of an application to the Board of Adjustment, a building permit application and plans (two complete sets) must have first been reviewed and denied by the Building Official. In some situations however, staff may accept a request for a variance or special exception without the review and denial of a permit. Please check with staff if you have questions.

A completed application must be filed with the Community Development Department, Planning Division, with the following:

1. A filing fee of \$500.00.
2. Two complete 24" x 36" or 8 ½" x 11", fully dimensioned set of plans drawn to scale. Contact staff for specific size requirements.
3. Electronic copy of the complete submittal provided to the Community Development Department.
4. Any supporting documentation or photos.

If you are appealing a decision of the Community Development Director, you must allege, and prove at the public hearing, that you are a person aggrieved by that decision, that there is error in that decision and what it is, and how that decision is contrary to the terms of the zoning ordinance.*

If you request a variance to a term or terms of the zoning ordinance, you must state what relief you are seeking, you must allege that such relief will not be contrary to public interest, you must allege that there is a special condition of your property (its size, shape or topography) such that a literal enforcement of the zoning ordinance will result in unnecessary hardship. Each of the elements must be proven by you at the public hearing. Removal of an inconvenience or financial burden are not grounds for variance.*

To request a special exception, you are obligated to state or describe the proposed project or modification to your property referencing specific items and applicable Sections of the Zoning Ordinance* (to show how the proposed improvements or modifications to your property will comply with the requirements for the special exception as stated in the Zoning Ordinance).

The application form must be completed accurately with all necessary attachments as these serve as the basis for the public notice, public hearing and for the Board to decide on the case. It is the responsibility of the applicant to present the request, explain the associated supporting documentation, and prove all elements to the Board at the scheduled public hearing.

*Reason for your request:

1. Appeals of a decision or order of the staff of the Community Development Department shall be taken to the Board of Adjustment within fifteen (15) days of receipt of that decision.
2. If you are applying for recognition of a nonconforming use or structure, include the date when the nonconforming use or structure commenced, that it has not been terminated or abandoned, and that you are requesting a certificate of occupancy for such nonconforming use or structure.

All of the property owners within 200 feet of the subject property will be notified by mail of the request. The meeting notice will also be published in a newspaper of local circulation. The Board of Adjustment will hear all cases in a public hearing forum. If you have any questions please contact Serena Palomino, Planning Technician, Community Development Department, 214-987-5419 or spalomino@uptexas.org



**CITY OF UNIVERSITY PARK
BOARD OF ADJUSTMENT APPLICATION**

ADDRESS: _____ DATE: _____
SUBDIVISION _____ LOT # _____ BLOCK # _____
LOT DIMENSIONS _____ X _____ ZONING DISTRICT _____

PROPERTY OWNER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ E-MAIL: _____

APPLICANT (IF DIFFERENT THAN PROPERTY OWNER)** _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ E-MAIL: _____

**Must have Letter of Authority signed by Owner.

REQUEST IS FOR:

_____ A VARIANCE TO THE
ZONING ORDINANCE

_____ A SPECIAL EXCEPTION
TO THE ZONING ORDINANCE

_____ APPEAL OF DECISION
UNDER SECTION 9.8.1 OF THE
ZONING ORDINANCE

TO THE BOARD OF ADJUSTMENT:

AN APPLICATION HAS BEEN MADE FOR A PERMIT TO:

