



APPLICATION FOR APPEAL TO ZONING BOARD OF ADJUSTMENT (ZBOA)

Variance No.: _____

Meeting Date: _____

Applicant: _____ Phone No.: _____

Address: _____

Fax & Email Address: _____

Applicant's Interest in Property (Check one):

Owner: _____ Agent: _____ Lease: _____ Option/ Etc.: _____

Request is made herewith to the Board of Adjustment for a determination on the following appeal which was denied by the Administrative Official on the _____ day of _____, 20____, for the reason indicated below.

It is requested that the Board:

- 1. Hear and decide the question of an alleged error in an order of the Administrative Official involving: _____
2. Grant a variance to Article _____, Section _____, Paragraph _____ of the Zoning Ordinance relating to: Area _____, Height _____, Parking _____, Yard _____, Coverage _____, and/or Exterior Wall Standards _____.
3. Permit the extension or rebuilding of a non-conforming use according to Section 9, Paragraph 9.3(B), of the Zoning Ordinance.
4. Determine the discontinuance of a non-conforming use according to Section 9, Paragraph 9.6 (D), of the Zoning Ordinance.

Location of property involved in Request: _____

Fee: Non-refundable Fee of \$1,000 per application

Application must include:

- 1. A site plan showing this request (22 folded copies on ledger size paper - 24 x 36).
2. Written narrative of why the Board of Adjustment should approve this request.
3. Receipt showing that all City of DeSoto property taxes has been paid.

Present improvement on Land: _____

Present use of Premises: _____

Has a previous application or appeal been filed on these premises? _____ Yes _____ No

I hereby certify that all the above information, and information contained in any supporting documents submitted herewith are true and accurate to the best of my knowledge and belief.

Owner Signature _____ Date _____ Owner Name (Print) _____ Date _____

Received by the City of DeSoto in the amount of \$ _____
City Receipt No.: _____ Dated: _____
Agent for City of DeSoto



CHECK LIST
For
ZONING BOARD OF ADJUSTMENT (ZBOA)

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of Desoto
- _____ Written narrative stating why the ZBOA should approve this request (Explanation for variance)
- _____ One Tax Receipt, (city and school taxes) from Dallas County, for each lot or tract of land involved in the ZBOA request.
- _____ 22 folded copies (24 x 36) of Site Plan for review

Once staff review is complete and corrections are made, please submit:

- _____ 12 folded copies (24 x 36) of site plan for ZBOA meeting.
- _____ *Digital presentation materials (i.e., power point) for ZBOA meeting.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for ZBOA meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***