Application for Zoning Board of Adjustments and Appeals

Planning and Development Department
Phone: (972) 237-8255 ***Fax:*** (972) 237-8116

Print Application

FOR OFFICE USE ONLY

Case Number: _____ Received By: _____

Submittal Date: _____ Receipt Number: _____

APPLICATION TYPE: [ ] Residential ($200.00) [ ] Commercial ($250.00)

LOCATION (PLEASE PRINT)

Current Address: _____

Adjoining Streets and/or Nearest Intersection: _____

PLAT AND SUBDIVISION INFORMATION (PLEASE PRINT)

Lot: _____ Block: _____ Subdivision: _____

REQUEST DETAILS

TYPE OF CASE BEING CONSIDERED: (CHECK THE APPROPRIATE CATEGORY AND SUBCATEGORY)

[ ] Variance(s):
- [ ] *Setback*
- [ ] *Height*
- [ ] *Garage Conversion*
- [ ] *Signage*
- [ ] *Building Separation*

[ ] Special Exception(s):
- [ ] *Masonry*
- [ ] *Carport*
- [ ] *Paving*
- [ ] *Fence*

[ ] Appeal of an Administrative Decision
[ ] Non-Conforming Use/Structure
[ ] Other: _____

If Other Define Type: _____

Reason/Explanation of this Request: _____

_____

_____

Materials to be used on this Project: _____

_____

PRESENT ZONING: _____ **CITY COUNCIL DISTRICT:** _____

APPLICATION SUBMITTAL REQUIREMENTS

[ ] **Supplemental information:** A Survey, Plat, Plot Plan, Building Elevations, Material List, Photographs, etc.
[ ] Current tax certificate(s) showing no delinquent of due taxes.
[ ] Application and Fee.

OWNER/APPLICANT/AGENT INFORMATION (PLEASE PRINT)

[X] Owner(s): _____
Address: _____
_____
Telephone: _____
Email: _____

[ ] Applicant(s): _____
Address: _____
_____
Telephone: _____
Email: _____

AGENT AUTHORIZATION

In lieu of representing this request myself as owner of the property, I hereby authorize the person designated below, to act in the capacity as my agent for the application, processing, representation and/or presentation of this request. The designated agent shall be the principal contact person with the City of Grand Prairie (and vice versa) in processing and responding to requirements, information, and/or issues relative to this request.

_____ _____

Signature of Owner *Name Printed or Typed*

_____ _____

Signature of Applicant (If Different from Owner) *Name Printed or Typed*

_____

Signature of Agent

AGENT INFORMATION (PLEASE PRINT)

Agent: _____

Address: _____

_____

Telephone: _____

Email: _____

ACKNOWLEDGEMENT OF PUBLIC HEARING

I understand that it is necessary for me or my authorized agent to be present at a public hearing.

_____ _____

Signature of Owner *Name Printed or Typed*

IT IS VITALLY IMPORTANT TO YOU AS AN APPLICANT TO RETURN A FULLY COMPLETED APPLICATION PACKAGE. WITHOUT A COMPLETE APPLICATION ON FILE, THE VARIANCE REQUEST CANNOT BE PROCESSED AND WILL NOT BE PLACED ON A PUBLIC HEARING AGENDA.

MORE SPECIFIC AND OTHER PERTINENT INFORMATION THAT OWNERS AND APPLICANTS SHOULD BE AWARE OF IS INCLUDED WITH THIS APPLICATION AND SHOULD BE READ IN ITS ENTIRETY PRIOR TO THE SUBMITTAL OF THIS APPLICATION.

STAFF WILL ACCEPT AN EMAILED OR FAXED COPY OF THE APPLICATION IN ORDER FOR AN APPLICANT TO MEET THE 4:00 P.M. DEADLINE, PROVIDED AN APPLICATION WITH ORIGINAL SIGNATURES IS RECEIVED IN THE PLANNING OFFICE NO LATER THAN 2 DAYS AFTER THE DEADLINE DATE.

Zoning Board of Adjustments and Appeals

Planning and Development Department

JURISDICTION:

The Zoning Board of Adjustments and Appeals shall review and act upon appeals that the public convenience and welfare will be substantially served and the appropriate use of the neighboring property will not be substantially or permanently injured. The Board may, after public notice and public hearing, and subject to appropriate conditions and safeguards, authorize special exceptions as specified in the Unified Development Code. Specifically, the Board may:

- ✓ Permit the reconstruction, extension or enlargement of a building occupied by a non-conforming use.
- ✓ Permit modifications of the height, yard, area, coverage and parking regulations on land, which has restricted area, shape or slope.
- ✓ Require the discontinuance of non-conforming uses of land or structures.
- ✓ Hear appeals of any person aggrieved or affected by the decision of an administrative officer.

APPLICATION WITHDRAWAL

An applicant may withdraw his/her case at anytime without penalty, except after public notice has been filed. A request for withdrawal shall be submitted in writing to the Director of Planning or his designee. If a case is withdrawn after public notice advertisement, the Board will consider the request for withdrawal at the applicable public hearing. The Zoning Board of Adjustments and Appeals is under no obligation to grant a request for withdrawal of the application, and may still act upon the request for approval as originally submitted. It should be understood that refunds cannot be made after public notice advertisement has been completed.

CRITERIA FOR GRANTING A VARIANCE OR AN EXCEPTION
(Unified Development Code Reference: 1.11.7.5)

The Zoning Board of Adjustments and Appeals, pursuant to the powers conferred upon it by State and Local law may grant variances and exceptions to the provisions of the Unified Development Code upon a finding that:

- ✓ Such a variance or exception will not substantially or permanently injure the use of adjacent property.
- ✓ Such a variance or exception will not adversely affect the health, safety or general welfare of the public.
- ✓ Such a variance or exception will not be contrary to the public interest and will not authorize a use other than those uses specifically authorized for the zoning district.
- ✓ Such a variance or exception will be harmonious with the spirit and purpose of the Unified Development Code.
- ✓ Such a variance or exception will not alter the essential character of the zoning district.
- ✓ Such a variance or exception will not substantially weaken the general purpose of the zoning regulation established for the zoning district.
- ✓ The plight of the owner of the property for which the variance or exception is proposed is due to unique circumstances on the property.
- ✓ The variance or exception is not a self-created hardship.

APPEAL OF THE BOARDS DECISION
(Unified Development Code Reference: 1.11.7.10)

Any person aggrieved by any decision of the Zoning Board of Adjustments and Appeals may, within ten (10) days following the Board's decision is filed for record in the Planning Department, submit a verified petition to any court of law having legal jurisdiction, setting forth that the Board's decision is illegal, either in whole or in part, and specifying the grounds of the illegality. Decisions of the Board do not replace approvals required by any other agency or review body.

APPLICATION PRESENTATION:

At the applicable public hearing, an applicant shall have a maximum of five (5) minutes to make a formal presentation of the project proposal. Although presentation of powerpoint slides at the public hearing is at the discretion of the applicant, facilities for slide presentation will be available. However, the applicant shall assume full responsibility for the compatibility of the provided facilities.