



**APPLICATION FOR APPEAL TO ZONING BOARD OF ADJUSTMENT (ZBA)**

Variance No.: \_\_\_\_\_ 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:***

- Hear and decide the question of an alleged error of interpretation in an order, requirement, decision or determination made by an Administrative Official of the City involving: \_\_\_\_\_
- Grant a variance according to Section 37.4, of the Zoning Ordinance relating to:  
Area \_\_\_\_\_, Height \_\_\_\_\_, Parking \_\_\_\_\_, and/or Yard \_\_\_\_\_
- Permit the extension of a non-conforming use or reconstruction of a non-conforming building according to Section 37.4.4 and 37.4.5, of the Zoning Ordinance.

***Location of property involved in Request:*** \_\_\_\_\_

***Non-refundable Fee:***

Variance	
Residential (owner occupied)	\$150.00*
Non-residential	\$170.00*
Special exception	\$ 50.00*

\*Plus an additional fifty dollars (\$50.00) for each additional variance or special exception requested in same application.

***Application must include:***

- A site plan showing this request (11" x 17" copy).
- One (1) digital copy of all submittal documents
- Notarized letter from the property owner authorizing a representative to present the request if the property owner will not be presenting the request.
- Written narrative of why the Board of Adjustment should approve this request.

***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 \_\_\_\_\_

**CHECKLIST FOR  
ZONING BOARD OF ADJUSTMENT (ZBA)**

*For Initial Submittal, please provide:*

- Completed Application (Including Owner's Signature or letter of authorization)
- Appropriate fee to City of Aledo
- Written narrative stating why the ZBA should approve this request (Explanation for variance)
- One Tax Receipt, (city and school taxes) from Parker County, for each lot or tract of land involved in the ZBA request.
- 3 folded copies (18" x 24") of Site Plan for review
- One (1) digital copy of all submittal documents
- Notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be presenting the request.

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

- 3 folded copies (18" x 24") of site plan for ZBA meeting.
- \*Digital presentation materials (i.e., power point) for ZBA meeting.

***\*The City of Aledo requires that all digital presentation materials (i.e., power point), for ZBA 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.***

**Listed below are the criteria upon which the Board must base its decision:**

**VARIANCES**

Section 37.4 of the City of Aledo Zoning Ordinance

The Zoning Board of Adjustment may authorize upon appeal in specific cases such variance from the terms of this ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship. A variance from the terms of this ordinance shall not be granted by the Zoning Board of Adjustment unless and until:

1. A written application for a variance is submitted demonstrating:
  - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;
  - b. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
  - c. That the special conditions and circumstances do not result from the actions of the applicant;
  - d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district;
  - e. No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.