



BOARD OF ADJUSTMENTS APPLICATION City of Seagoville, Texas

ANTICIPATED MEETING DATE: Zoning Board of Adjustments: _____

DATE OF PRE-APPLICATION CONFERENCE WITH CITY REPS & PLANNER (required): _____

Application Type:

Zoning Variance

Administrative Appeal (attach detailed description of appeal to this application)

For Zoning Variance – Name of Subdivision or Project: _____

Physical Location of Property: _____
[General Location -- approximate distance to nearest existing street corner]

Legal Description of Property: _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____ Existing Zoning: _____
[If zoned PD, attach a copy of the PD ordinance to this application]

Detailed Description of Zoning Variance Sought (one per application – describe on separate sheet if necessary, and attach to this application): _____

Applicant / Owner's Name: _____

Company Name (if applicable): _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

Representative's Name (if applicable): _____

Company Name (if applicable): _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

SUBMITTAL DEADLINE: 30 DAYS PRIOR TO BOA PUBLIC HEARING DATE. (All zoning variance applications must be advertised in the newspaper, and notices must be mailed to property owners within 200 feet of the subject property. Please contact City staff in advance for submittal deadlines.)
All applications must be COMPLETE before they will be scheduled for BOA agenda. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning Ordinance, and any separate submittal policies, requirements and/or checklists that may be obtained from City staff), including the number of plans/other materials to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements.
All application materials (one copy) must be delivered to the City's Planner. The name, address, phone number, etc. of the City's Planner can be obtained from City staff. Failure to submit all materials to the City's Planner may result in delays scheduling the variance application for a BOA agenda.
Notice of Public Records. The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

I hereby certify that I am the Property Owner (i.e., the owner of the subject property for a zoning variance application) or the Applicant (i.e., the person who is submitting an administrative appeal), or the duly authorized agent of the Owner or the Applicant (proof of authorization attached), for the purposes of this application, and that all information submitted herein is complete, true and correct to the best of my knowledge. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signed: _____ Title: _____ Date: _____

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, [Month] [Year]

Notary Public in and for the State of Texas: _____

[seal] My Commission Expires On: _____

Office Use Only: Date Rec'd: _____ Fees Paid:\$ _____ Check #: _____ Receipt #: _____
Variance Case # _____ Accepted By: _____ Official Submittal Date: _____