

Zoning Board of Adjustments (ZBA)

PROPERTY INFORMATION

Physical Address/Suite #: _____

Legal Description: _____

Existing Use: _____

Proposed Use: _____

APPLICATION TYPE

Please see Chapter 23 of the Code of Ordinances for all the conditions required for ZBA to grant a special exception, variance, appeal of an Administrative Official's decision, and a change in a nonconforming use.

- ☐ **Special Exception:** Special authorization with conditions that allows property to be utilized differently from the regulations specified for a particular zoning district and/or land use.
- ☐ **Minimum yard setback for main buildings** (limited to a maximum encroachment of 2 feet)
- ☐ **Alternative surface to concrete paving** ☐ **Garage requirements or placement** ☐ **Lot size due to governmental action**
- ☐ **Off-Street Parking**
- ☐ **Commercial amusement (indoor)** ☐ **Industrial/manufacturing**
- ☐ **Industrial/manufacturing** ☐ **Office**
- ☐ **Other use (list here)** _____
- ☐ **Variance:** A form of relief that is granted for property with special characteristics due to regulations that would make it extremely difficult to comply without giving up a legal privilege enjoyed by similar properties in the area. The property owner must prove a hardship that is not self-imposed.
- ☐ **Front Yard Setback** ☐ **Side Yard Setback** ☐ **Rear Yard Setback**
- ☐ **Lot Width** ☐ **Lot Depth** ☐ **Lot Coverage**
- ☐ **Height** ☐ **Landscaping**
- ☐ **Off-Street Parking or Off-Street Loading** ☐ **Screening of garage bays and/or mechanical equipment**
- ☐ **Nonconforming Uses**
- ☐ **Reinstatement of Nonconforming Use** ☐ **Expansion of Nonconforming Use** ☐ **Change to Another Nonconforming Use**
- ☐ **Appeal to Administrative Official's decision in the enforcement of Chapter 23**

All applications shall be submitted to:

Planning Department • 285 Uptown Blvd., Cedar Hill, TX 75104 • 972.291.5100, ext. 1081 • www.cedarhilltx.com/95/Planning

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SUBMITTAL REQUIREMENTS

"x" indicates item required to be submitted with that application type

Office Use		Single-Family Residential	Non-Residential
	Application Fee: \$125.00	x	
	Application Fee: \$250.00		x
	Site Plan (non-residential) or Survey (single-family residential) that is to-scale of the subject property showing all existing and proposed improvements including, but not limited to, buildings, pools, fencing, signs, and landscaping – 1 hard copy and an electronic copy in .pdf format	x	x
	Attach a separate document describing the request in detail.	x	x
	Submittal Deadline Date:		

Office Use

Application Fee:	\$	Total Due:	\$
Case #:		Received By:	
		Payment Method:	

APPLICANT

Name: _____

Company: _____

E-mail: _____

Telephone: _____

Mailing Address: _____

REPRESENTATIVE

To be completed if different from the applicant.

Name: _____

Company: _____

E-mail: _____

Telephone: _____

Mailing Address: _____

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PROPERTY OWNER

Name: _____
Company: _____
E-mail: _____
Telephone: _____
Mailing Address: _____

SIGNATURES

With my signature, I certify that I am the applicant, representative and/or property owner submitting this application for the herein described real property. I certify that the information provided with this application is true and correct.

Signature of Applicant Date

Signature of Representative Date

Signature of Property Owner Date

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