

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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