

City of Mineral Wells Board of Adjustment Application

Type of Request (check one):

- Variance Appeal to the Board of Adjustments
 Special Exception Application

Case #: _____

Fee Paid: _____

Property address: _____

Legal description of property: _____

Zoning district: _____ Present use: _____

Specific request: _____

Reason for request: _____

Fill out questions 1-4 for variance requests only:

1. State special circumstances peculiar to the land, structure, or building which necessitate such request:

2. Demonstrate that the special conditions and circumstances are not a result of the actions of the applicant.

3. State how literal interpretation of the provisions of this ordinance deprive the applicant of rights enjoyed by others in the district.

4. State how granting the variance would not confer upon the applicant any special privilege which is denied by the ordinance to land, structure, or buildings in the district.

Applicant's Name _____
Mailing Address _____ City, State, Zip _____
Phone No. _____

Property Owner's Name _____
Mailing Address _____ City, State, Zip _____
Phone No. _____

I hereby certify that all information contained herein is true and correct, and that all submission requirements have been met.

Applicant's Signature Date

Property Owner's Signature Date

INSTRUCTIONS:

Submission Requirements: Submit 2 copies of a site plan drawn in a professional manner indicating the request. The completed application, along with **all** required documentation **and** the required fee must be submitted **at least 21 days prior to the Board of Adjustment meeting date**. Your application can not be processed until all documentation and the required fee are submitted. If you are unsure what documentation is required, please contact the Board of Adjustment Secretary in the Inspection Department for more information. Required documentation: \$150 fee, completed application, site plan, construction plans, vicinity map, and other related information that may be helpful regarding your case.

Fees:

Special Exception - \$150.00
Variance - \$150.00
Appeal - \$150.00

Procedure: Submit completed application at least 21 days prior to the Board of Adjustment meeting date along with the prescribed fee. **The Board of Adjustment meets the 3rd Thursday of each month at 9:00 a.m.** in the Council Chambers at the City Hall Annex, 115 S.W. 1st Street.

If you have further questions, please contact the Inspection Department at (940) 328-7715. Thank you.

OFFICE USE ONLY:

This application was [] conditionally approved [] disapproved
by the Board of Adjustment on _____ (date*).

* A special exception is valid for 90 days from date of approval.

Director of Planning Date