



City of Alamo Heights
Board of Adjustment
Project Review Application
 COMMUNITY DEVELOPMENT SERVICES DEPT
 6116 Broadway, Alamo Heights, Texas 78209
 v: (210) 826-0516 f: (210) 832-2299

Case#: _____
Meeting date: _____

Case#: _____
Meeting date: _____

Date submitted: _____ **Permit No.:** _____

Address for project review: _____ Zoning: _____

Legal description: NCB _____ Block _____ Lot(s) _____

Current Land Use (check one): Single-Family Residence and/or Duplex _____ Multi-Family and/or Commercial _____

Property owner's name (print): _____

Property owner's address (if different): _____ Zip Code: _____

Property owner's phone#: _____ Email address: _____

(if different than owner)

Applicant's name (print): _____

Applicant's address (if different): _____ Zip Code: _____

Applicant's phone#: _____ Email address: _____

Owner/Applicant is requesting permission to: *(Clearly list any zoning variances confirmed by staff. If self-identified, variance request shall include code sections/subsections to read as follows: A proposed 2ft side yard setback to the existing main structure instead of the minimum 6ft required per Section 3-15(2) of the City's Zoning Code.)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

I, _____, certify that all plan documents listed within the attached checklist have been submitted as required. I further understand that the meeting date cannot be confirmed and no case will be scheduled for a meeting until all required documents have been received, a full plan review of the submitted packets has been completed, and plans have been found in compliance with all applicable ordinances. APPROVAL BY ANY BOARD OR COMMISSION DOES NOT TAKE THE PLACE OF A PERMIT. PERMITS MUST BE OBTAINED FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT LOCATED AT CITY HALL, 6116 BROADWAY.

Signature of Property Owner (required): _____ **Date:** _____

Signature of Applicant (required): _____ **Date:** _____

City of Alamo Heights
Community Development Services Department
Letter of Authorization

Date: _____

Applicant/Applicant Representative(s) understands the following:

1. If the Board/Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, within five (5) days the applicant shall notify the Community Development Services Department as to whether the applicant will address the recommended changes, and will present revisions to the Board/Commission or whether the applicant will withdraw the request.
2. Within ten (10) days from receipt of the Board/Commission's recommendation, the City Manager or designee shall notify the applicant as to whether his request has been continued, approved, conditionally approved or denied. *Per Section 2-47(c), any person or persons, jointly or severally, aggrieved by any decision of the board of adjustment or any taxpayer or any officer, department or board of the municipality may present to a court of record, a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within ten (10) days after the filing of the decision in the office of the board and not thereafter.*
3. Approved variances are only valid for 180 days from the date of the approval. The building permit must be issued, or an extension must be requested, within the allotted time. Failure to do so will invalidate the approval of requested variances.

*****PLEASE BE ADVISED THAT THE BOARD OF ADJUSTMENT HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE. FAILURE TO BE PRESENT WILL RESULT IN A DELAY*****

I hereby authorize _____ of _____
(name) (company (if applicable))

at _____ to represent me in matters pertaining to this case.
(address)

Property owner's name (print): _____

Property owner's address: _____ City/State _____ Zip Code _____

Property owner's phone#: _____ Email address: _____

Property owner's signature **(Required)**: _____

BOARD OF ADJUSTMENT PROJECT REVIEW REQUIRED PACKET CHECKLIST

All background materials needed to support the applicant’s request must be submitted to the Community Development Services Department PRIOR to scheduling the case before the Commission. **NO CASE** will be placed on the agenda if **ALL** materials are not on file by the deadline date.

All **application packets** for a Board of Adjustment project review must be submitted online via the MyGovernmentOnline website (www.mygovernmentonline.org) as follows unless specifically written. To submit an application in person, an appointment is required.

- One (1)** paper copy of this **Board of Adjustment Project Review Application**
- One (1)** scaled ½ sized paper set of the plan packet (maximum 11x17).
- One (1) electronic copy** of the application documents per “Submittal Items” (pdf-formatted files on a **USB**)
- Project Review **fee** payment (can be found in “Schedule of Development Fees” on the City’s website or contact staff to confirm)

SUBMITTAL ITEMS

The following section describes required documents for each project review. All plan documents required for project review must be architectural type plans, which are drawn/printed to a written scale, not graphic, and fully dimensioned.

- Electronic (pdf) copy** of the application/packet documents (on a USB, if submitting in person)
- Paper plan packet** of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Existing conditions related to proposed variances
 - Description of specific hardship(s) related to the property
 - Lot coverage and floor area ratio calculations (refer to permit application(s))
 - Impervious Coverage calculations (refer to permit application(s))
 - Photographs of existing structure as related to proposed variances
 - Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development. See Sections 5-151 and 5-152, Chapter 5 Buildings & Building Regulations, Article X, Tree Preservation, for specific requirements.
 - Drawn to scale and dimensioned existing site plan/survey
 - Drawn to scale and dimensioned proposed site plan
 - Drawn to scale and dimensioned floor plans and elevations of the proposed project:
 - Elevations must include existing grade, average grade, and finished floor heights

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SCHEDULED BOARD OR COMMISSION MEETING.

Property Owner signature (Required): _____

Date: _____