

CITY OF HONDO, TEXAS
APPLICATION TO BOARD OF ADJUSTMENT

Important: Deadline to receive variance requests is Friday at 4:00 P.M. to publish on a Thursday that allows at least 16 days prior to next scheduled Board of Adjustment meeting.

Board of Adjustment

City Zoning Code(s) appealing: _____

State hardship or situation which you feel justifies action by the Board: _____

Variance requested (Be Specific): _____

Other _____

**** Accurate drawings must be included with applications.**

Applicant Agreement: I understand that filing this application does not constitute approval and incomplete applications will result in delays and possible denial. I further understand that a filing fee is non-refundable regardless of the action of the board. Any appeal or variance granted by the Board of Adjustment shall not be valid if construction authorized is not begun within sixty (60) days.

Name of applicant: _____

Address: _____

Telephone #: _____ Work: _____

Name of owner: _____ (if different from applicant)

Address of owner: _____

Property street address: _____

Property legal description: Lot _____ Block _____ Subdivision _____

DID YOU ATTACH THE FOLLOWING?

- Check or cash in the amount of \$100.00 payable to the City of Hondo

I, the undersigned applicant, hereby request approval of this application request and consent to the posting and publication of public hearing notices and mailing of notices to adjacent property owners. If a building permit is necessary on approval, I understand that I must return to the Code Compliance/Building Inspection Department to complete the permit process.

REQUESTS WILL NOT BE PUBLISHED OR PLACED ON THE BOARD OF ADJUSTMENT AGENDA IF THE APPLICATION IS NOT SIGNED.

Signature of Applicant

Signature of Owner
(If different from applicant)

Date: _____

For office use only:

Zone Case No.: _____ Application received by: _____

Date: _____ Fee Paid: _____

CHECK LIST:

- Is the application properly completed.
- Is a property survey or accurate drawing attached.
- Has the Public Hearing notification been published in local newspaper at least 16 days in advance of Hearing.
- Have notifications been mailed to all property owners within 200' radius of the proposed appeal or variance.
- Have notices been posted on Bulletin Board at least 72 hours in advance of meeting.
- Have the Board of Adjustment agenda packets been mailed with all applicable information.
- Has agenda been mailed to both applicant and owner.