



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State St ★ P.O. Box 1299 ★ Decatur, TX 76234 ★ www.decaturtx.org

Board of Adjustment Application Checklist

General Requirements:

- Universal application form and the appropriate fees.
- Letter of explanation/justification.
- Site plan (if applicable) for the property. These copies should be individually folded with drawing side out.
- Location map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- Proof of ownership (recorded property deed or current year tax statements).**
- Documentation on any and all liens and lien holders of property.**
- Electronic .pdf or an email containing the required documents in Adobe PDF format only.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.**

Signature

Date

Content of the Letter of explanation/justification for a Zoning Variance:

I understand that I am applying for a variance from the Zoning Ordinance of the City of Decatur and that this variance can only be granted if I prove hardship by meeting four of the conditions below. I also understand that financial or self-induced hardship cannot be considered for granting a variance. Below I explain exactly how I meet these four conditions.

1. The requested variance does not violate the intent and spirit of the ordinance:

2. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district:

3. The hardship is in no way the result of the applicant's action:

4. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions:

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Decatur".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• Application	Yes	No	<i>To Be Completed by Staff Accepting Application</i>
• Fee Paid	Yes	No	<i>Key Dates</i>
• Survey Provided	Yes	No	On P&Z Agenda: _____
# of Copies	_____		On Council Agenda: _____
			Newspaper Publication Dates:
• Plans Provided	Yes	No	P&Z: _____
# of Copies	_____		CC: _____
			Property Owner Notification Date _____
• Application Accepted	Yes	No	

Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____