

BOARD OF ZONING APPEALS

Application Procedure

The Board of Zoning Appeals has statutory authority to consider three types of applications; appeals, variances, and special exceptions. A detailed explanation of each is contained in the Zoning Regulations. The following procedure simply sets out the steps of processing an application. Additional information is contained in the Zoning Regulations and on the application instruction sheet.

1. The applicant shall first meet with the Zoning Administrator and obtain an application along with an explanation thereof, with the applicant advised of any special requirements.
2. The application must indicate what action is being requested and shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, a written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves of the requested action before the Board of Zoning Appeals.

The applicant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000-foot radius of and including the property for which the hearing is requested if within the unincorporated portion of the county, or within a 200-foot radius of and including the property for which the hearing is requested if within a city.

3. The appropriate fee shall be paid at the time of filing an application.
4. Applications along with the required ownership list and fee shall be filed in the office of the Zoning Administrator.
5. Upon receipt of a properly completed application form accompanied by all the required information and filing fee, the Zoning Administrator shall schedule the request for public hearing before the Board of Zoning Appeals. The Zoning Administrator shall cause a notice of public hearing to be published once in the appropriate official city or county newspaper at least twenty (20) days prior to the date fixed for the hearing. The notice shall fix the time and place of the public hearing and shall describe the application requested. A copy of the notice shall be mailed to each party in interest, each person on the ownership list and each member of the Board of Zoning Appeals and must be post marked at least twenty (20) days prior to the date fixed for the hearing.
6. All proponents and opponents shall present their facts at the public hearing and the Board of Zoning Appeals may approve or deny the request, wholly or partly, or may modify the request or may attach any conditions it deems necessary. The Board of Zoning Appeals also may issue or direct issuance of a Zoning Certificate.

7. The Board of Zoning Appeals shall keep minutes of its proceedings, showing evidence presented, findings of fact by the Board, decisions of the Board and the vote upon each question. Records of all official actions shall be kept in the office of the Zoning Administrator and shall be open to public inspection during reasonable business hours.
8. Any person, official or governmental agency dissatisfied with any determination of the Board of Zoning Appeals may bring action in the District Court to determine the reasonableness of any such order or determination.

BOARD OF ZONING APPEALS

INSTRUCTIONS TO APPLICANT

APPEAL FROM ORDER OR DECISION

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. Appellant must submit a list of the names and mailing addresses of owners of all property within a distance of one thousand (1,000) feet of the boundaries of the property included in the application for property within the unincorporated portion of the county, or within a distance of two hundred (200) feet of the boundaries of the property included in the application for property within a city.
3. The appellant must submit a copy of the decision from which the appeal is being made, a statement in writing justifying the appeal of the decision, and a scaled drawing, if applicable.
4. The above-listed documents together with the required fee of \$_____ shall be submitted to the office of the Zoning Administrator.

BOARD OF ZONING APPEALS

Case No. _____

Date Filed _____

APPEAL FROM ORDER OR DECISION

- 1. Name of Appellant _____
 Mailing Address _____ Phone _____
 Name of Agent _____
 Mailing Address _____
 Relationship of applicant to property is that of _____
 (owner, tenant, lessee, other)

- 2. The appellant herein appeals from a decision, determination, or an order as follows:

 for property located _____
 and legally described as _____

 in Ellis County, which is presently zoned _____
 (Attach metes & bounds description on separate sheet)

The decision was rendered on _____ (Date) and refers to Section _____ of the Zoning Regulations.

- 3. The appellant hereby declares that he has submitted the following required material, together with and as part of the appeal:
 - A. A clear & accurate description of the proposed work or use.
 - B. The order, requirement, decision or determination, which the appellant believes to be in error, and the principal points supporting the appellant's allegation of errors.
 - C. Specific reference to that Section of the Zoning Regulations under which it is claimed the permit should be issued.
 - D. Drawings or plans for the proposed work or use in relation to the adjacent buildings and property

(Name)

OFFICE USE ONLY: Received by the office of _____, at _____ (A.M.)(P.M.) on _____, _____, together with the appropriate fee of \$_____.

Name and Title