ZONING BOARD OF ADJUSTMENT APPLICATION
CITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

City of El Paso, Texas
811 Texas Avenue
El Paso, TX 79901
915-212-0088

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

REPRESENTATIVE(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____

LEGAL DESCRIPTION: _____

STREET ADDRESS OR LOCATION: _____ REP. DISTRICT: _____

ACREAGE: _____ ZONING: _____ LAND USE: _____ YEAR BUILT: _____

3. SPECIAL EXCEPTION OR VARIANCE REQUEST

TYPE: _____

EXPLANATION OF REQUEST: _____

_____

☐ RESIDENTIAL ($682.38 APPLICATION FEE) ☐ COMMERCIAL ($682.38 APPLICATION FEE)

4. NOTE TO APPLICANT – *see additional notes on Page 2*

The applicant or representative must be present at the scheduled hearing to answer any questions or present required information to the Board. It is the Board's policy to postpone the case when the applicant or representative fails to appear at the scheduled hearing; however, the Board is not required to postpone the application and may postpone, approve or disapprove the application with or without the applicant or representative's presence. If the applicant or representative is unable to attend the hearing, a postponement may be requested prior to the meeting. Per Section 2.16.060 F of the El Paso City Code, the Board will not consider an appeal or application that is the same or very similar to one that has been denied, for a period of one year.

5. ADDITIONAL INFORMATION

I attest that this application is complete and accurate to the best of my knowledge and that the statements and exhibits submitted with this application are true and correct. I understand that any inaccurate or incomplete information provided on this application may delay the processing and scheduling of this request.

_____
Signature of Property Owner

THE STATE OF TEXAS)
COUNTY OF EL PASO)

This instrument is acknowledged before me on this _____ day of _____, 20_____.

_____
Signature of State of Texas Notary Public

OFFICE USE ONLY

CASE NUMBER: _____ RECEIVED DATE: _____/_____/_____ APPLICATION FEE: $_____

ZBA REVIEW DATE: _____/_____/_____ (1:30 p.m., City Council Chambers, 1st Floor, City Hall 1, 300 N. Campbell St.)

ACCEPTED BY: _____

REQUIRED DOCUMENTATION FOR ZONING BOARD OF ADJUSTMENT APPLICATION

☐ **ZONING BOARD OF ADJUSTMENT APPLICATION - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. The application must be notarized with the property owner's signature. Submittal of an application does not constitute acceptance for processing until the Planning Division of the City Development Department reviews the application for accuracy and completeness.**

☐ **ZONING MAP SHEET - The zoning map will be provided by the Planning Division.**

☐ **GENERALIZED PLOT PLANS - Two (2) copies of a generalized plot plan (see attached example), including one 8½" x 11" copy, are required with the following information:**

- **a. Legal description and street address for the property;**
- **b. Location and arrangement of structures, including proposed additions or expansions;**
- **c. Location and arrangement of accessory structures or buildings;**
- **d. Location of streets with ingress and egress, including curb cuts and driveways;**
- **e. Size and use of structures, including number of dwelling units;**
- **f. Lot lines with dimensions of the areas;**
- **g. Required yards and setbacks;**
- **h. Utility rights-of-ways and easements;**
- **i. Screening walls or fences, where required;**
- **j. Retaining walls, where applicable;**
- **k. Pedestrian ways and sidewalks; and,**
- **l. Drawing must be to scale as noted/stated on the drawing.**

☐ **CARPORT SPECIAL EXCEPTION – If the request is for a Carport Special Exception (Carport over a Driveway), structural plans, framing plans and elevations, drawn to scale, shall be submitted. The drawings must indicate types and colors of building materials to be used in the construction of the carport. If the carport is proposed to be located over a utility easement, letters of no objection are to be obtained from the utility companies.**

PLEASE NOTE: *Carports are restricted in size to 1/5 of the first-floor dwelling area of the main structure. Carports must be constructed of the same material, architectural design, and color scheme as the residential structure, open on three sides, and attached to the main structure. Please contact the Planning Division prior to developing plans.*

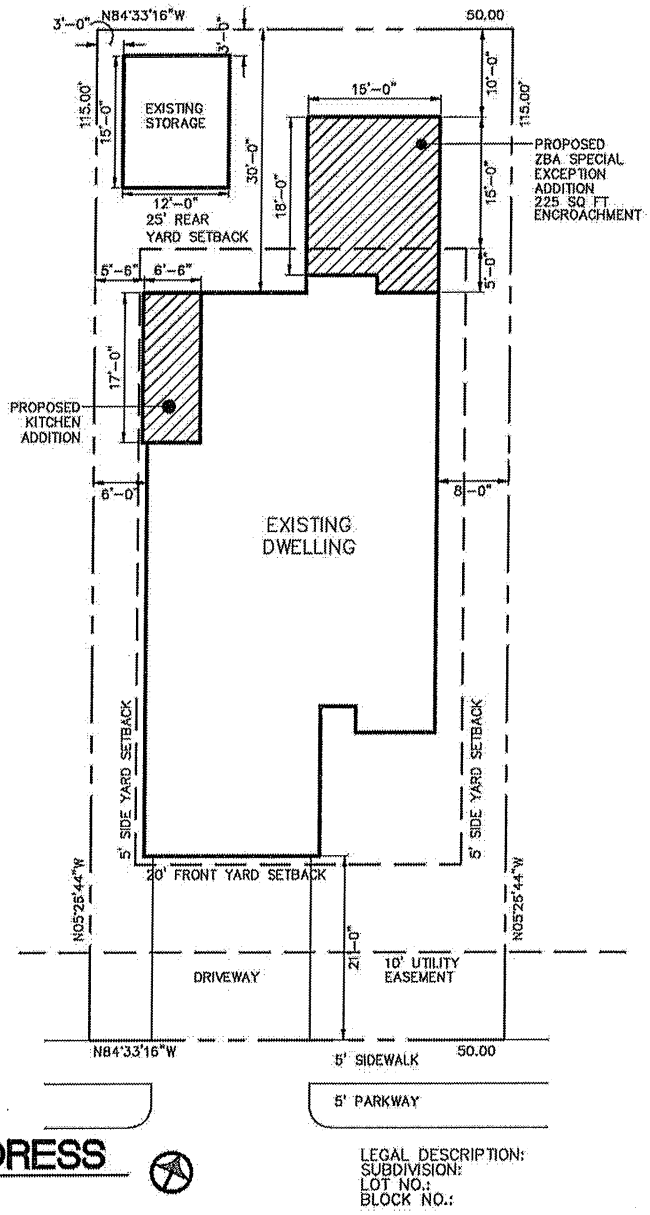
☐ **CASHIER'S VALIDATION – Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, City Development Department. After validation of the payment, this application form shall be returned to the Planning Division. Fees are nonrefundable.**

☐ **ZBA MEETING – The Zoning Board of Adjustment requires that the property owner or representative be present at the scheduled public hearing for this application.**

☐ **BOARD AUTHORIZATION – A Board approval of an application is authorized for 12 months from the date of approval, during which time a building permit shall be obtained. Extension of the authorization may be requested from the Zoning Board of Adjustment *prior* to the expiration of the 12 months, except that an extension may not be granted for required demolition; otherwise, a new application and new application fee shall be required.**

_____
Applicant's Initials

SAMPLE PLOT PLAN

Required:

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c. Location and arrangement of accessory structures or buildings;
d. Location of streets with ingress and egress, including curb cuts and driveways;
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i. Screening walls or fences, where required;
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k. Pedestrian ways and sidewalks; and
l. Drawing must be to scale as noted/stated on the drawing.