



Purpose

The Zoning Board of Adjustment is empowered to hear and act on requests for variances to the Comprehensive Zoning Ordinance for setbacks, height, exterior standards, and area requirement and appeals from a determination by an administrative official in the enforcement of the zoning ordinance. The Board also hears special exceptions to the fence regulations. Requests are considered by the Board only after a request has been denied by the Building Inspection Department. The applicant must demonstrate the following in his application for a variance:

Undue **hardship** placed on the owner if he were to comply with the Zoning Ordinance.

Self-created hardships are normally not considered justification for a variance, nor is the placement of undue hardship on adjacent properties.

Submittal Requirements

- Pre-submittal meeting required with staff before an application can be submitted.
- Completed application form
- Building permit denial form
- Applicant's Statement
- Twelve (12) copies of necessary plans (fold if 24" x 36")
- Fee = \$250.00

See Zoning Board of Adjustment Meeting Dates for submittal deadline and meeting dates.

Approval Process

- Complete application submitted to Development Services Department
- Notice of public hearing mailed to adjacent property owners within 200 feet of the subject tract 10 days prior to the meeting. Notice published in the official City newspaper.
- Board of Adjustment conducts public hearing and may approve the request, approve with stipulations, or deny the request.

Notes

- If approved, the variance is effective immediately. If denied, the applicant must wait 6 months before requesting the same variance for the property.
- Copies of the Zoning Ordinance may be obtained from the Development Services Department, Room 204, Richardson Civic Center/City Hall.