



**BOARD OF ADJUSTMENT  
APPLICATION FORM  
VILLAGE OF VINTON  
436 E. Vinton Road Vinton, TX 79821  
(915)886-5104**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Address of Property to be reviewed \_\_\_\_\_

I) This request is for a:

- Appeal
- Variance
- Special Exception
- Other. Specify \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

(for multiple owners-please submit information on each owner. Use additional sheet if necessary)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ email \_\_\_\_\_

**PROPERTY LEGAL DESCRIPTION**

Subdivision Name or Survey and Tract Numbers or Street Address: \_\_\_\_\_

\_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

Number of Lots/Tracts \_\_\_\_\_ Number of Acres \_\_\_\_\_

**OWNER CERTIFICATION**

This is to certify that \_\_\_\_\_, the undersigned, is/are the sole owner(s) of the property described upon this application. In submitting this application for approval, I, the undersigned, understand that if the said subdivision is within the corporate limits or within the extraterritorial jurisdiction of the Village of Vinton, all improvements shall be in conformance to the standards and requirements of the Village of Vinton.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

*Please note that all applications must be accompanied by all supporting documentation and fees before acceptance. Application fees are non-refundable in the event of denied application.*

**Required Documents:**

**Letter:** stating as much detail for the reasons of the request.

**Site Plan:** showing the existing and proposed buildings, parking and accessory structures. Attach additional maps or drawings as necessary.

**Processing Fee**

**Engineering Report**

**Construction Plans & Specifications**

**Copy of Deed/Proof of Ownership**

**IF THIS APPLICATION IS GRANTED BY THE BOARD, I UNDERSTAND THAT ALL PERMITS NECESSARY FOR PROSECUTION OF THE WORK SHALL BE OBTAIN AND CONSTRUCT COMPLETED WITHIN ONE (1) YEAR FROM THE DATE OF PERMISSION BY THE BOARD OR IT SHALL BE CONSIDERED VOID.**

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

**The Board of Adjustment has the power to grant variances where the following listed conditions have been met. Indicate how your application meets each of these conditions in the space provided. *(The applicant has the burden of proof to demonstrate that all conditions necessary for a variance have been met).***

Except as otherwise prohibited, the Board is empowered to authorize a variance from a requirement of the Unified Development Code when the Board finds that all of the following conditions have been met (attach additional pages if necessary):

1. There are special circumstances specific to the property that create an undue hardship to the land that generally does not apply to surrounding properties; such as, but not limited to, its size, shape, area, or topography.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Special consideration is necessary to allow an applicant the same right of use enjoyed under the Unified Development Code by surrounding properties and same zone district.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Consideration is unique to the subject property and would not generally set a precedent for other applications.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The hardship was not created by the applicant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. A variance would not be detrimental to any adjacent properties or to public health and safety.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HERBY ATTEST THAT, TO THE BEST OF MY KNOWLEDGE, MY REQUEST MEETS THE CONDITIONS STATED ABOVE.**

\_\_\_\_\_  
**Applicant/Owner Signature**

\_\_\_\_\_  
**Date**

The Board of Adjustment has the power to hear and grant special exceptions only for uses which are conforming, but the structure is not conforming. In granting a special exception, the Board of Adjustment shall not authorize uses that are not notallowed under the terms of the UDC for the respective district. A proof of hardship is not required for granting a special exception. In granting a special exception, the Board of Adjustment shall not permit variances from the use district regulations which are not prevalent on other lots in the same zoning district.

**SCHEDULE OF FEES**

- VARIANCE APPLICATION FEE Varies
- ENGINEERING REPORT REVIEW Varies
- PUBLICATIONS Varies
- MAILING FEES Varies

<b>OFFICE USE ONLY</b>			
Application Fee Paid: _____	Received By: _____		
Date	Amount		

**Office Use Only**

This submitted application is;  COMPLETE  INCOMPLETE

*If Incomplete, list items to be completed:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date	Description	By
	Applicant met with City Staff prior to submittal of application	
	Filing/Application Fees Paid	
	Verification of Ordinance for Variance	
	Copy to City Secretary	
	Copy to Building Inspector	
	Copy to City Engineer	
	Received Comment from City Engineer	
	Comments to Applicant	
	Resubmission received	
	Resubmission redistributed	
	Notification letters to property owners	Number of Letters sent: _____
	Legal Notice published in newspaper	Name of Publication: _____
	Planning and Zoning Meeting Scheduled for: _____ @ _____ AM/PM	
	Planning and Zoning Meeting Item APPROVED _____ DISAPPROVED _____	
	City Council Meeting Scheduled for: _____ @ _____ AM/PM	
	City Council Meeting Item APPROVED _____ DISAPPROVED _____	