

**For Department Use Only**

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Accepted by: \_\_\_\_\_



**Board of Adjustment  
Variance or Appeal  
Application  
City of Richardson, Texas**

Development Services Department  
411 W. Arapaho Road  
Richardson, Texas 75080  
Phone 972-744-4260  
Fax 972-744-5804

**Note: Pre-submittal meeting required with staff before application can be submitted.**

Please answer the following pre-qualifying questions:

1. Have you filed an appeal or variance on this property within the last six (6) months?  Yes  No  
(If yes, six (6) month waiting period required on same variance for the property.)
2. Have you applied for a building permit (applicable to residential property only)?  Yes  No  
(If no, please speak with the Building Inspection Department prior to submitting the variance request.)

**Applicant Information**

**Owner Information**

Signature

	Printed Name	
	Company Name	
	Mailing Address	
	City, State, ZIP	
	Telephone Number	
	Fax Number	
	E-Mail Address	

**Subject Site Information**

Address of Subject Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Existing Zoning and Ordinance: \_\_\_\_\_

Requested Variance: \_\_\_\_\_

**Submittal Requirements**

- Completed Application Form
- Completed Board of Adjustment Variance Checklist
- Building Permit Denial Letter
- Applicant's Statement (Completely describe the variance you are requesting and give the reason for the hardship and justification for the variance.)
- Twelve (12) copies of reproducible plans to support the application (fold if 24" x 36").
- Filing fee = \$250.00

# Board of Adjustment Variance Checklist

## City of Richardson, Texas

Does a hardship exist? If so, explain below.

Yes  No

Will literal enforcement of the ordinance result in an unnecessary hardship?  
If so, explain below.

Yes  No

Is the condition unique to the property requesting the variance and not common to  
other properties in the area? If so, explain below.

Yes  No

Is the need for the variance created by the applicant? If so, explain below.

Yes  No

Is the hardship only financial? If so, explain below.

Yes  No

Will granting of the variance be contrary to the public's interests and will it impact the  
public health, safety, and welfare? If so, explain below.

Yes  No