

**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, Suite 204  
Richardson, Texas 75080  
Phone: 972-744-4240  
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?  
(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)?  
(If no, please speak with the Building Inspection Department prior to submitting the variance request.)

## Applicant

## Property Owner

Signature

Printed Name

Company Name

Mailing Address

City, State, ZIP

Telephone Number

Email Address

## Property 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: Residential = \$250.00, Non-residential = \$325.00

## Board of Adjustment Variance Checklist

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