



COMPLETE INFORMATION
REGARDING THE BOARD OF
ADJUSTMENT, VARIANCE REQUESTS,
SPECIAL EXCEPTIONS, AND APPEALS
OF THE ZONING ADMINISTRATOR MAY
BE FOUND IN SEC. 14.702 OF THE
LAKE WORTH CODE OF ORDINANCES.



**CITY OF LAKE WORTH
PLANNING & ZONING DEPARTMENT**

City Hall

3805 Adam Grubb

Lake Worth, Texas 76135

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Hours of Operation

Monday—Friday

8:00 am—6:00 pm

Revised July 2016



**BOARD OF ADJUSTMENT
HEARING
INFORMATION**



WHAT IS THE BOARD OF

ADJUSTMENT (BOA)?

The Board of Adjustment (referred herein as BOA) consists of five (5) regular members and two (2) alternate positions. This board has the power to grant variances, waivers, and special exceptions to the zoning ordinance and hear appeals of the Planning and Zoning Administrator decisions.

WHEN DO I NEED A BOA HEARING?

A hearing before the BOA is needed if you are constructing or remodeling a structure or developing a property that is contrary to the City's current zoning ordinance. An applicant may also have a hearing to appeal the decision of the Planning and Zoning Administrator.

WHAT IS REQUIRED FOR A BOA HEARING?

- An application completely filled out and signed by the property owner.
- A survey of the property in question.
- A detailed letter of the request including any supporting documentation to be used.
- Application filing fee. Typically \$100 for residential requests and \$200.00 for commercial requests. The City accepts the following forms of payment: cash, check, or money order.

WHERE CAN I OBTAIN AN

APPLICATION?

Board of Adjustment and Zoning Administrator Appeal Applications may be obtained in person at City Hall or via the City's website at www.lakeworthtx.org

WHEN DOES THE BOA MEET?

The BOA meets on the 1st Tuesday of the month at 6:30 pm, on an as needed basis.

WHERE DOES THE BOA MEET?

The BOA meets as scheduled in the City Council Chambers located at 3805 Adam Grubb, Lake Worth, Texas 76135.

DO I NEED TO ATTEND THE BOA HEARING?

The property owner or property owner's representative must be present at the meeting to present their case to the BOA. A notice of public hearing will be mailed to the property owner at the last known address as provided on the current tax roll. This notice will be your notification of the meeting.

IF MY CASE IS DENIED, WILL MY MON- EY BE REFUNDED?

BOA hearing fees are non-refundable regardless if the applicant withdraws their case or the outcome of the case.

WHAT REQUIREMENTS MUST I MEET IN ORDER TO BE GRANTED A VARIANCE?

The concurring vote of four (4) members of the board shall be necessary to reverse any order, requirements, decision or determination of the Zoning Administrator or to grant a variance or special exception.

The following questions must be answered by the board in order to grant a variance:

- There are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this article deprive the applicant of reasonable use of his/her land;
- The special circumstances or conditions do not result from the actions of the applicant;
- The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
- The granting of the variance will not be detrimental to the public health, safety, or injurious to other property in the vicinity;
- The granting of the variance will not have the effect of preventing orderly development of other land in the vicinity in accordance with the provisions of this article.