



BUILDING DEVELOPMENT SERVICES
PLANNING & ZONING DIVISION
3805 ADAM GRUBB, LAKE WORTH, TEXAS 76135
817-255-7922 OR SMEASON@LAKEWORTHTX.ORG

FOR OFFICE USE ONLY
Case No: _____
Date Submitted: _____

APPLICATION FOR BOARD OF ADJUSTMENT HEARING

(CHECK ALL THAT APPLY)

____ WAIVER ____ VARIANCE ____ SPECIAL EXCEPTION ____ APPEAL DECISION OF ZONING ADMINISTRATOR

PROPERTY ADDRESS _____

PROPERTY LEGAL DESCRIPTION _____

CURRENT ZONING CLASSIFICATION & LAND USE _____

TOTAL ACRES _____ # OF LOTS _____

APPLICANT/DEVELOPER INFORMATION

NAME _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL _____

PHONE _____ FAX _____

PROPERTY OWNER INFORMATION

NAME _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL _____

PHONE _____ FAX _____

I hereby certify that I am the owner of the property described above and further certify that the information provided on this development application is true and correct. I further understand that the public hearing for this request will not be scheduled until the application fee(s) have been paid and the application has been reviewed and accepted by City staff. (IF APPLICATION IS SIGNED BY SOMEONE OTHER THAN THE OWNER, THEN AN OWNER AUTHORIZATION FORM MUST BE COMPLETED AND TURNED IN WITH APPLICATION).

SIGNATURE OF OWNER, AGENT, OR APPLICANT _____

DATE _____

GENERAL INFORMATION

Application must be filled out completely and returned with the appropriate fee, a detailed letter describing the specific request and reasoning for the request, a survey of the property, and any supporting documentation for the request.

The applicant must be prepared to present their case at the specifically appointed meeting date/time.

Please note that for cases requiring public hearing; the notice of public hearing will be sent to the City's paper of record (Fort Worth Star Telegram) no less than ten (10) days before the scheduled public hearing date and notices will be mailed to all property owners within two hundred foot (200') of the subject property.

SUBMITTAL CHECKLIST

The following items must be turned in for the subdivision plat application to be accepted and processed by this department:

- ____ BOARD OF ADJUSTMENT APPLICATION
- ____ OWNER AUTHORIZATION FORM (IF APPLICABLE)
- ____ APPLICATION FEE (VERIFY WITH P&Z ADMINISTRATOR)
- ____ LETTER, SURVEY, AND ANY SUPPORTING DOCUMENTATION
- ____ ELECTRONIC VERSION (.pdf) OF THE PLANS EMAILED TO SMEASON@LAKEWORTHTX.ORG

OFFICE USE ONLY

Fee: _____

Date Paid: _____

Receipt #: _____

Ownership Verified:

☐ YES ☐ NO

Taxes Paid:

☐ YES ☐ NO

Liens Paid:

☐ YES ☐ NO

Public Hearing Newspaper Notice Deadline Date: _____

Public Hearing Newspaper Publish Date: _____

Public Hearing 200' Notification Deadline Date: _____

Public Hearing 200' Notification Mailing Date: _____

Board of Adjustment Meeting Date: _____

Approval Date: _____

Stipulations/Notes: _____