



EST. 1955  
**SPRING VALLEY**  
VILLAGE

**BOARD OF ADJUSTMENTS APPLICATION**

**PROPERTY INFORMATION**

Property Address:

Legal Description:

Present District Zoning:

Action Requested (Circle):       Variance                       Special Exception                       Appeal

Requested Variance/Special Exception/Appeal Description:

**OWNER INFORMATION**

Name:

Phone#:

Address:

Email:

**APPLICANT/AGENT INFORMATION**

Name:

Phone#:

Address:

Email:

\*\*If applicant is different than property owner a **Notarized Letter of Authorization** must be attached to the application

**PROPERTY OWNER/AGENT AUTHORIZATION**

**Property Owner Consent/Agent Authorization:** By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal.

\_\_\_\_\_  
Signature of Contractor/Authorized Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Application Date

**FOR OFFICE USE ONLY**

BOA Case Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

BOA Meeting Date: \_\_\_\_\_

BOA Decision:  *Approved*     *Denied*

## BOARD OF ADJUSTMENTS APPLICATION REQUIREMENTS

### Attach These Items With Completed Application:

- Letter of Permit Application Denial
- Survey/Plot Plan showing all existing structures with dimensions and distances from property lines
- Project Information
- Proof of Ownership
- Letter from property owner if different from the applicant
- Architectural scale Drawings
- \$350.00 Fee
- Letter stating facts and reasons for Hardship and/or Appeal; Specific answers to the following statements:
  - Special circumstances exist that are peculiar to the land or structure.
  - These special circumstances are not self-imposed or the result of the actions of the applicant.
  - Literal interpretation and enforcement of the terms and provisions of the ordinance would cause an unnecessary and undue hardship.
  - Granting the variance is a minimum action that will make use of the land or structure which is not contrary to the public interest and which would carry out the spirit of the ordinance and would result in substantial justice.
  - Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
  - Such variance will not authorize a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located.
  - The variance will not adversely affect the health, safety or welfare of the public.
- The Board may consider the following in relation to their decision on whether to grant a variance or not, please provide an answer to each of the following:
  - The financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section [26.01](#), Tax Code.
  - Compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur.
  - Compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement.
  - Compliance would result in the unreasonable encroachment on an adjacent property or easement.
  - The Municipality considers the structure to be a nonconforming structure.