



**ZONING BOARD OF ADJUSTMENT APPLICATION
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION**

City of El Paso, Texas
2 Civic Center Plaza - 5th Floor
El Paso, TX 79901-1196
915-541-4114

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 REPRESENTATIVE(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP. DISTRICT: _____
 ACREAGE: _____ ZONING: _____ LAND USE: _____ YEAR BUILT: _____

3. SPECIAL EXCEPTION OR VARIANCE REQUEST

TYPE: _____
 EXPLANATION OF REQUEST: _____

 RESIDENTIAL (\$625.00 APPLICATION FEE) COMMERCIAL (\$625.00 APPLICATION FEE)

4. NOTE TO APPLICANT

The applicant or representative must be present at the scheduled hearing to answer any questions or present required information to the Board. It is the Board's policy to postpone the case when the applicant or representative fails to appear at the scheduled hearing; however, the Board is not required to postpone the application and may postpone, approve or disapprove the application with or without the applicant or representative's presence. If the applicant or representative is unable to attend the hearing, they may request a postponement of the application prior to the meeting. Per Section 2.16.060.E of the El Paso City Code, the Board will not consider an appeal or application that is the same or very similar to one that has been denied, for a period of one year.

5. ADDITIONAL INFORMATION

I attest that this application is complete and accurate to the best of my knowledge and that the statements and exhibits submitted with this application are true and correct. I understand that any inaccurate or incomplete information provided on this application may delay the processing and scheduling of this request.

THE STATE OF TEXAS)
)
 COUNTY OF EL PASO)

 SIGNATURE OF PROPERTY OWNER

This instrument is acknowledged before me on this _____ day of _____, 200__.

STATE OF TEXAS NOTARY PUBLIC

****OFFICE USE ONLY****

CASE NUMBER: _____ RECEIVED DATE: ____/____/____ APPLICATION FEE: \$ _____
 ZBA REVIEW DATE: ____/____/____ (1:30 PM, City Council Chambers, 2nd Floor, City Hall Building)
 ACCEPTED BY: _____

REQUIRED DOCUMENTATION FOR ZONING BOARD OF ADJUSTMENT APPLICATION

- ZONING BOARD OF ADJUSTMENT APPLICATION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. The application must be notarized with the property owner's signature. Submittal of an application does not constitute acceptance for processing until the Development Services Department – Planning Division reviews the application for accuracy and completeness.

- ZONING MAP SHEET** - The zoning map will be provided by the Planning Division.

- GENERALIZED PLOT PLANS** - Three (3) copies of a generalized plot plan, including one (1) 8 ½" x 11" copy, are required with the following information:
 - a. Legal description and street address for the property;
 - b. Location and arrangement of structures, including proposed additions or expansions;
 - c. Location and arrangement of accessory structures or buildings;
 - d. Location of streets with ingress and egress, including curb cuts and driveways;
 - e. Size and use of structures, including number of dwelling units;
 - f. Lot lines with dimensions of the areas;
 - g. Required yards and setbacks;
 - h. Utility rights-of-ways and easements;
 - i. Screening walls or fences, where required;
 - j. Retaining walls, where applicable; and
 - k. Pedestrian ways and sidewalks.

- STRUCTURAL AND FRAMING PLANS** – If the request is for a Carport (Special Exception K), structural plans, framing plans and elevations, drawn to scale, shall be submitted. The drawings must indicate types and colors of building materials to be used in the construction of the carport.

PLEASE NOTE: CARPORTS MUST BE CONSTRUCTED OF THE SAME MATERIAL, ARCHITECTURAL DESIGN, AND COLOR SCHEME AS THE RESIDENTIAL STRUCTURE, OPEN ON THREE SIDES, AND ATTACHED TO THE MAIN STRUCTURE.

- CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Development Services Department – Planning Division. Fees are nonrefundable.

THE ZONING BOARD OF ADJUSTMENT REQUIRES THAT THE PROPERTY OWNER OR REPRESENTATIVE BE PRESENT AT THE SCHEDULED PUBLIC HEARING FOR THIS APPLICATION.

UNLESS OTHERWISE SPECIFIED, THE ZONING BOARD OF ADJUSTMENT MEETS AT 1:30 PM IN THE CITY COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL BUILDING.



SAMPLE GENERALIZED PLOT PLAN – ZONING BOARD OF ADJUSTMENT

Three (3) copies of a generalized plot plan, including one (1) 8 1/2" by 11" copy, must be submitted with this application. The generalized plot plan must be:

- drawn to scale;
- include the legal description and street address for the property;
- location and arrangement of all structures on the property, including proposed additions or expansions;
- location of streets with ingress and egress, including curb cuts and driveways;
- size and use of structures, including number of dwelling units;
- lot lines with dimensions of the areas;
- required yard setbacks;
- screening walls or fences, where required; and
- pedestrian ways and sidewalks.

