



City of Harker Heights
Zoning Board of Adjustment Application

Case # _____

APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

In accordance with the provisions of the Zoning Ordinance, application is made to the Board of Adjustment for the following considerations:

___ Appeal the decision of an official responsible for Ordinance administration, interpretation, or enforcement.

___ Other

COMPLETE ITEMS 1 – 4 BELOW:

1. State special circumstances peculiar to the land, structure, or building which necessitate such request.

2. Demonstrate that the special conditions and circumstances are not a result of the actions of the applicant.

3. State how a literal interpretation of the provisions of this ordinance deprives the applicant of the rights enjoyed by others in the district.

4. State how granting the variance would not confer upon the applicant any special privilege which is denied by the Ordinance to land, structure, or buildings in the district.

The Board of Adjustments has the power to hear and decide appeals where it is alleged there is an error in order, requirement, decision, or determination made by an official of the City of Harker Heights. Please check one:

Will this proposal be represented by legal counsel? ___ Yes ___ No

If yes, please give the name and address of your legal counsel:

Name: _____

Address: _____

Telephone #: _____

Note: If at any time you decide that you will have a legal counsel present, you must contact the City Staff Coordinator's Office ten (10) days prior to the scheduled meeting.

___ I will not be able to represent this request at the Board meeting. My authorized representative who will make this request before the Board of Adjustment is:

Name: _____

Address: _____

Telephone #: _____

****NOTES TO APPLICANT****

A Notice of meeting will be sent to the Applicant or to the Authorized Representative, if one is designated. The decision of the Board shall be, in all things, final.

Requests must include the following:

- **Completed Application**
 - **Non-refundable application fee, refer to most recently approved fee schedule**
 - **Site Plan (if applicable)**
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I do hereby certify that the above statements are true and correct to the best of my knowledge.

Signature of Applicant

Printed Name of Applicant

Date

If you need additional information or other assistance in preparing this application, please contact the Planning and Development Department at (254) 953-5600 or planning@harkerheights.gov