

BOARD OF ADJUSTMENT APPLICATION

INFORMATION SHEET FOR FILING AN APPEAL, VARIANCE OR SPECIAL EXCEPTION WITH THE BOARD OF ADJUSTMENT

1. Obtain and fill out an application form. Be as accurate and detailed as possible. Please call 512-281-0119 and ask for assistance with the form if needed. The description of the case (pages 3, 5 & 6) is your best-written opportunity to address the Board. Be as concise and detailed as you can.
2. The current owner of the subject property must sign the form. An agent may sign it only if the agent is authorized in writing by the owner to act on the owner's behalf. Evidence of such authorization must be provided with this application.
3. The application must be completely and accurately filled out. The original application must be returned to the City of Elgin Planning Department accompanied by:
 - a. A receipt or certificate from the Bastrop or Travis County Tax Assessor/Collector indication that the property taxes in the subject property are current.
 - b. The filing fee must be paid with check, money order or cashier's check.
 - c. A list of the names, addresses and tax identification numbers of property owners within two hundred (200) feet of the subject property. The City will notify these people by registered mail of the meeting and will notify the applicant of the cost. The best place to get this information is the Bastrop County, www.bastropcad.org or Travis County, www.traviscad.org Appraisal District.
 - d. A copy of the plot plan no larger than 11x17.
 - e. Any floor plans, elevations, or other pertinent plans.
4. The completed application package must be submitted to the Planning Director by the deadline date stated on the schedule page. Application submitted after the deadline will be processed for the next available scheduled meeting.
5. Incomplete or illegible application will not be accepted.
6. You will be notified by mail (fax or email if you prefer) of the date and time of the meeting. You should attend the meeting. You may also bring anyone pertinent to the case that would like to speak. Documents, pictures, and drawings are encouraged.
7. A properly filed appeal will stay any action on your property. This means that the City will not proceed with any action until the ruling by the Board. If there is "imminent peril to life or property", then any action would only be stayed by a restraining order.
8. When addressing the Board, please be brief but concise. Answer every question they may ask as thoroughly as possible. Don't forget to address the Board from the podium and state your name for the record. Please dress appropriately to address the Board.

9. At least five (5) of the seven (7) Board members must vote for the variance, appeal, or special exception for it to be approved. If only five of the members are present, all must vote in favor.
10. A minimum of five (5) of the seven (7) Board members is required to be present to have a quorum. If less than five are present, the meeting is without a quorum. The request will be moved to the next regularly scheduled meeting.
12. The Board is not required to make a ruling the night of the meeting. They have up to forty-five (45) days to render a decision. You will be notified in writing with the outcome of your case.
13. With some exceptions, an applicant may only appeal the same case to the Board once every six (6) months.
14. Filing fee is three hundred and fifty dollars (\$350.00) per request.
15. Cost of registered mail to be determined.

Note; the above stated information is only for informational purposes and is a condensation and interpretation of City of Elgin ordinances. In the event of a contradiction between this information and City of Elgin ordinances, the ordinances will take precedence.

APPLICATION CONTINUED

OWNER'S NAME (printed)	AGENT'S NAME (IF APPLICABLE) (printed)
ADDRESS	ADDRESS
CITY ZIP	CITY ZIP
PHONE FAX	PHONE FAX
OWNER'S SIGNATURE	AGENT'S SIGNATURE

Officers or principals and positions held (if applicable)

Note: Copies of all correspondence from to or to the Building Official of the City of Elgin related to this appeal will be submitted with this application form at the time of filing.

City of Elgin use only	
Fee Paid \$ _____	Date Received _____
Received by: _____	

DESCRIPTION OF CASE

Applicant will specify fully the grounds of his/her application stating the practical difficulties or particular hardship, if any, in the way of carrying out the City regulation or ordinance being violated according to the Building Official.

1. Reference to regulation or ordinance from which application is being made

2. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance referenced in item 1, above, including dates were applicable

3. Describe action you would like the Board of Adjustment to take in reference to this application

DESCRIPTION OF CASE CONTINUED

4. State grounds for appeal, exemption, special exception or variation from regulation or ordinance referenced in item 1, above.

Date of Application _____

Name of Applicant _____

Address _____

“This institution is an equal opportunity provider”

BOARD OF ADJUSTMENT MEETINGS

MEETINGS ARE HELD AS NEEDED.

Board of Adjustment meetings start at 7:00 p.m. and are held at the address listed below.

City of Elgin
310 N. Main
City Hall Annex
Elgin, Texas 78621

Order for a Variance Notes

{State Conditions, if any, here}

1. The variance is not contrary to the public interest because

2. Literal enforcement of the ordinance would result in unnecessary hardship, due to special conditions, because

3. The spirit of the ordinance and substantial justice will be observed if the variance granted because
