



**APPLICATION FOR A ZONING OR BUILDING CODE VARIANCE  
BEFORE THE ZONING BOARD OF ADJUSTMENT**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. A PROPERTY SURVEY/SITE PLAN IS REQUIRED TO BE SUBMITTED ALONG WITH THIS APPLICATION. IF ANY OTHER INFORMATION IS REQUIRED, STAFF WILL REACH OUT TO THE APPLICANT. PAYMENT OF APPLICATION WILL BE ACCEPTED AFTER STAFF REVIEWS THE SUBMITTAL. STAFF WILL REACH OUT TO APPLICANT FOR PAYMENT AFTER REVIEW.**

DATE: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

LOCATION OR ADDRESS OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF PROPERTY: \_\_\_\_\_

LOT                      BLOCK                      SUBDIVISION

DESIRED ADJUSTMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REASON FOR DESIRED ADJUSTMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROPERTY SURVEY/SITE PLAN ATTACHED. *(REQUIRED)*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
TELEPHONE NUMBER

FOR OFFICE USE ONLY:

DATE RECEIVED \_\_\_\_\_

FILE NUMBER \_\_\_\_\_

HEARING DATE \_\_\_\_\_

**ZONING VARIANCE REQUEST FEE ~ \$500.00**

**LETTER PREPARATION FEE ~ \$10.00**

**PLEASE SUBMIT COMPLETED APPLICATIONS TO  
[planningandzoning@duncanvilletx.gov](mailto:planningandzoning@duncanvilletx.gov)**