



**CITY OF OVERTON, TEXAS**

1200 S. Commerce St. ★ Overton, TX 75684  
Phone: 903-834-3171

Zoning Board of Adjustment Application

Case #: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

An incomplete appeal or application will be deemed only to give notice of intent to appeal or apply to the board and shall not be reviewed or scheduled for hearing until brought to completion.

Applicant/Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Therefore, Zoning Regulation Variance Request; Appeal/Interpretation Request; or a Special Exception Request is hereby made to the Honorable Zoning Board of Adjustments in accordance with the provisions of the Zoning Ordinance; Part 3; Section 21:

VARIANCE

INTERPRETATION

SPECIAL EXCEPTION

Property Description: \_\_\_\_\_

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot/Block/Survey: \_\_\_\_\_

I affirm that application for a permit was applied for and denied by the Building Official for the following:

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

Note to applicant:

Upon approval, the applicant shall apply for a certificate of occupancy or construction permits within sixty (60) days after the Board's decision, unless a greater time is requested in the in the application and is authorized by the Board.

Failure of the applicant to apply for a certificate of occupancy or construction permits within the authorized time period shall void the right to secure such permits except upon filing of a new application or appeal.

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Date

Content of the Letter of explanation/justification for a Variance:

I understand that I am applying for a variance or special exception from the Zoning Ordinance Regulations of the City of Overton and that this variance or special exception can only be granted if I prove hardship by meeting all four of the conditions below. I also understand that financial or self-induced hardship cannot be considered for granting a variance or special exception. Below I explain exactly how I meet these four conditions:

1. The requested variance does not violate the intent and spirit of the ordinance: (Specify how):

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2. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district: (Specify):

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3. The hardship is in no way the result of the applicant's action: (Specify):

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4. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions: (Specify):

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