

**APPEAL TO THE BOARD OF ADJUSTMENT
CITY OF LUCAS, TEXAS**

DATE: _____ **FEE: \$300.00** **APPEAL #** _____

SUBMITTED BY: Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

FILING DEADLINE: An appeal shall be filed with the Board within ten (10) days after the date of decision of the Enforcing Officer. Every appeal shall be filed with the City Secretary no later than fifteen (15) days prior to the scheduled Board meeting. When the filing deadline falls on a holiday, the following workday shall be observed as the filing deadline.

TYPES OF APPEALS: Please check the type of appeal you are filing. The Board shall consider two types of appeals authorized under Article 1011G, Revised Civil Statutes of Texas, as amended:

- ___ 1. For a special exception for use or development of property on which the Board is required to act.
- ___ 2. For a variance from the literal enforcement of the Ordinance in order to achieve a reasonable development of property.

BRIEFLY DESCRIBE YOUR APPEAL:

PLEASE NOTE: Contact City Secretary for proper filing procedures. If applicant fails to appear without notice, the Board may require the applicant to re-file appeal.

EXPIRATION OF GRANDTED APPEAL: Approval of any appeal shall expire 90 days after the Board's decision unless authorized construction or occupancy permits have been obtained, or unless a greater time is requested in the application and is authorized by the Board. Any approval may be granted one extension of an additional 90 days on written request filed with the Board before expiration of original approval. The time limit for every granted appeal shall commence on the first day of the month succeeding the month in which the Board renders its decision.

SIGNATURE OF PERSON FILING FOR APPEAL:

DECISION OF BOARD _____ DATE _____

If not granted by the Board, state reason why.

Chairman

**CITY SECRETARY CHECK LIST
BOARD OF ADJUSTMENT
APPLICATIONS FOR VARIANCE**

DATE

- | | |
|---|-------|
| APPLICATION FILLED OUT | _____ |
| FEE COLLECTED - \$300.00 | _____ |
| SET DATE FOR HEARING | _____ |
| PUBLISH NOTICE (10 DAYS PRIOR TO HEARING DATE) | _____ |
| NOTIFY BOARD OF ADJUSTMENT MEMBERS (MEMO) | _____ |
| NOTIFY APPROPRIATE CITY STAFF & COUNCIL LAISON PERSON | _____ |
| PREPARE & SEND MEETING AGENDA, LAST MEETING MINUTES &
APPEAL BACK-UP INFO TO MEMBERS | _____ |
| NOTIFY ADJACENT PROPERTY OWNERS & APPLICANT | _____ |
| POST AGENDA 72 HOURS IN ADVANCE | _____ |
| HOLD HEARING | _____ |
| ADVISE APPROPRIATE PARTIES OF RESULTS | _____ |
| PREPARE MINUTES | _____ |