

ELM THICKET FAQ



How to Resolve Your Notice of Violation

This document provides information on how to address your Notice of Violation (NOV), which was issued by the Planning and Development Department (PDV). There are three options to resolve the notice and bring your project into compliance.

01

Submit an Addendum

Revise your plans to meet zoning requirements.

What is this option?

This option allows you to revise your plans and resubmit them to the Planning and Development Department. Your revised plans must comply with all zoning standards and conditions of Planned Development No. 67 (PD-67).

How does this process work?

- Revise your plans to meet the standards outlined in your NOV.
- Submit the revised plans to PDV for review.
- Once your plans are approved, you may proceed with construction under the updated conditions.

Why choose this option?

If you are able to make the necessary changes to bring your project into compliance, this option allows you to avoid additional hearings or legal proceedings.

For more information on PD-67 standards, visit:
[Planned Development No. 67](#)

For more information on how to resubmit plans, contact:

Loree Lewis
Senior Project Coordinator
214-948-4327
Loree.Lewis@Dallas.gov

02

Submit a Variance Application to the Board of Adjustment

Request a variance to specific zoning rules.

What is this option?

A variance allows you to request an exception to certain zoning regulations, such as height or lot coverage. The Board of Adjustment (BOA) has the power to grant variances when strict enforcement of the zoning code would cause an unnecessary hardship.

How does this process work?

- Submit a Variance Application to the Board of Adjustment.
- Attend a public hearing where you will present your case.
- The BOA will decide whether to grant or deny your variance request.

Key considerations:

- The BOA can grant variances for height-related issues, including the height that triggers roof design standards.
- However, the BOA cannot grant variances for roof type design standards. These can only be addressed through an Administrative Official (AO) appeal.

Why choose this option?

This option allows for flexibility in zoning provisions while ensuring the ordinance's intent is upheld and fairness is achieved. A variance must not be contrary to the public interest and encourages working with the neighborhood, although agreement or approval isn't guaranteed. The goal of this process is to ensure fairness while addressing the zoning issues.

For more information on the Board of Adjustment, visit:

- [City of Dallas Board of Adjustment Website](#)
- [Board of Adjustment Application](#)
- [Dallas Development Code §51A-3.102](#)
- [Texas Local Government Code Section §211.008 & §211.009](#)

03

Appeal the Permit Revocation Through an Administrative Official Appeal

Challenge the revocation of your permit.

What is this option?

If your project is found to be in violation and your permit is revoked, you can file an Administrative Official (AO) appeal to challenge the decision. This option is for violations that cannot be resolved through a variance.

How does this process work?

- File an AO appeal within 20 days of the permit revocation notice.
- The appeal will be reviewed by the Board of Adjustment, who will decide whether to uphold or overturn the revocation.

Why choose this option?

This option is available if your violation cannot be addressed by a variance.

For more information on this option, contact:

Jason Pool

Assistant Director (I) / Zoning Administrator

214-948-4392

Jason.Pool@Dallas.gov



dal.city/Elmthicket



Frequently Asked Questions:



Q: What should I do if I receive a Notice of Non-Compliance?

A: There are three options: submit an addendum, apply for a variance, or file an Administrative Official appeal after your permit is revoked.

Q: Can I request a variance for roof design issues?

A: You can request a variance for height-related roof design issues. However, you cannot request a variance for roof type. Roof type violations must be addressed through an Administrative Official appeal.

Q: How long does the variance process take?

A: The process generally takes around 60 days, depending on the complexity of the case and the scheduling of public hearings. A recent decision to consolidate all Elm Thicket-related cases into Panel A was made to help streamline and expedite this process.

Q: What happens if my variance is denied?

A: If your variance is denied, you will need to revise your project to comply with the zoning regulations or appeal the decision.

Q: Who can I contact for help?

A: For questions or assistance with resolving your Notice of Violation, please contact:

Loree Lewis

Senior Project Coordinator

214-948-4327

Loree.Lewis@Dallas.gov

Jason Pool

Assistant Director (I) / Zoning Administrator

214-948-4392

Jason.Pool@Dallas.gov

For questions or assistance with the Board of Adjustment, please contact:

Diana Barkume

Project Coordinator

214-948-4364

Diana.Barkume@Dallas.gov

Dr. Kameka Miller-Hoskins

Board Administrator

945-275-3112

Kameka.MHoskins@Dallas.gov

