

REQUIRED MATERIAL FOR FILING AN APPEAL TO THE BOARD OF ADJUSTMENT

- ☐ 1 Application form, filled out, signed, and notarized, describing the variance, special exception or Administrative appeal requested, and the reason(s) why the appeal should be granted. Do not modify, revise, or alter the application form. Do not write on the back of the form.
- ☐ 1 original City of Dallas Affidavit forms (one form per owner) signed and notarized (required only if the "owner of the property" and the "applicant" for the appeal are not the same. The "applicant" must be a person).
- ☐ 1 original Certified Warranty Deed for the subject property (obtain from the county-500 Elm St).
- ☐ 1 original "Tax Certificate" showing property taxes are paid (obtain from the county-500 Elm St).
- ☐ All appeals must include a copy of a certified subdivision plat (obtain the most recent from the county-500 Elm St).
- ☐ 1 original signed Lien Statement from City Hall, Rm. 2DS-1500 Marilla St, showing no city liens on the property.
- ☐ 1 copy of the site plan showing the subject property with the proposed improvements and all existing improvements that will remain on the premises.
- ☐ 1 copy of elevation drawings * provide elevations of the proposed items needing board approval (i.e. fence elevations, building elevations)
- ☐ 1 copy of the floor plan drawings* please consult with staff to confirm if floor plans are required

Parking Requirement Appeals – Submission Guidelines in addition to the general requirements

Appeals related to parking requirements, please include a parking analysis and/or traffic study with your application. The analysis should clearly detail the following:

- A list of all proposed uses
- The square footage for each use
- The required parking spaces for each use
- The number of parking spaces that will be provided

Important Notes:

- A technical report is required for all parking special exceptions and visibility triangle requests.
- A Traffic Study Review Fee will apply to all special exception requests.
- A technical report is only recommended (not required) for variance requests.

For questions about traffic study requirements, please contact:

David Nevarez – david.nevarez@dallas.gov

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Landscaping and Tree Mitigation Appeals – Submission Requirements in addition to the general requirements

Appeals related to landscaping or tree mitigation, please ensure the following is included with your application:

- 1 copy of the alternate landscape or mitigation plan, clearly specifying the size and species of all existing and proposed landscaping.

Important:

- Please consult with the City Arborist before filing your appeal.
- Alternate landscape and mitigation plans must be reviewed and approved by the Chief Arborist prior to BDA submittal.

For questions or to initiate this review, contact:

Phil Erwin, Chief Arborist – philip.erwin@dallas.gov

- ☐ 1 copy of a site zoning map (Please outline your site in red ink & initial)
[City of Dallas Zoning Map \(dallascityhall.com\)](http://dallascityhall.com)
- ☐ 1 copy of a site plat map (Please outline your site in red ink & initial)
[Records library-Vault; 320 E Jefferson, Dallas, TX. 75203, Room 314 or Contact Tommy Bullard at \[tommy.bullard@dallas.gov\]\(mailto:tommy.bullard@dallas.gov\)](#)
- ☐ "Posting of Notification Sign" acknowledgment

Administrative Appeals Submission Information

For information and instructions on submitting your appeal application, contact Diana Barkume using one of the following methods:

- Phone: 214-948-4364
- Email: diana.barkume@dallas.gov
- In Person: 1500 Marilla Street, 5CN (*appointment required*)

Submission Requirements:

- A consultation with Diana Barkume is required. Please reach out within 20 days of receiving your denial letter.
- All required materials must be submitted at the time of filing, including:
 - Denial notice
 - Items 1–6 from the application checklist
- All applicable fees must be paid at the time of submission

APPLICATION/APEAL TO THE BOARD OF ADJUSTMENT

OFFICE USE ONLY

Case no. _____

Date _____

Data Relative to Subject Property: _____

Location address: _____ Zoning District: _____

Lot No.: _____ Block No.: _____ Acreage: _____ Census Tract: _____

Street Frontage (in Ft.): 1) _____ 2) _____ 3) _____ 4) _____ (5) _____

To the Honorable Board of Adjustment:

Owner of Property (per Warranty Deed): _____

Applicant: _____ Telephone: _____

Mailing Address: _____ Zip Code: _____

E-mail Address: _____

Represented by: _____ Telephone: _____

Mailing Address: _____ Zip Code: _____

E-mail Address: _____

Affirm that an appeal has been made for a ☐ Variance or ☐ Special Exception, of:

Application is made to the Board of Adjustment, in accordance with the provisions of the Dallas Development Code, to Grant the described appeal for the following reason:

Note to Applicant: If the appeal requested in this application is granted by the Board of Adjustment, a permit must be applied for within 180 days of the date of the final action of the Board, unless the Board specifically grants a longer period.

Affidavit

Before me, the undersigned on this day personally appeared _____

(Affiant/Applicant's name printed)

who on (his/her) oath certifies that the above statements are true and correct to his/her best knowledge and that he/she is the owner/or principal/or authorized representative of the subject property.

Respectfully submitted: _____

(Affiant/ Applicant's signature)

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public in and for Dallas County, Texas _____