

Board of Adjustment (BOA) Application Process

Before submitting an application to the Board of Adjustment (BOA), a consultation with staff is required. During this consultation, we will help determine whether BOA action is the appropriate path for addressing your zoning matter. Staff will also review your materials to confirm your application is complete. Please send your completed application to BOAprescreen@dallas.gov

If it is determined that board action is needed, you will receive instructions to submit your application through the DallasNow Portal.

Below is a guideline for the BOA application process:

1. Prescreen Consultation

Purpose:

To determine whether board action is necessary, verify application completeness, and explain the process.

Method:

- **Scheduling:** Via email/phone or by request to schedule a 15–30 minute virtual or in-person consultation.
- **Preparation:** The applicant is to provide basic information (e.g., address, proposed work, referral, plans, denial letter if applicable). Preferably, the completed application form should also be submitted prior to a meeting.
- **Discussion Topics:**
 - Zoning issue and relevant code section
 - Appeal or variance eligibility
 - Confirm that the application is complete and ready for formal intake
 - Required documents and timeline
 - Overview of fees and possible waivers
 - Notification signs

Outcome:

Determine whether the applicant qualifies for board action and has submitted the necessary documents required for intake. If so, the applicant will be directed to follow the formal **Intake** instructions.

Application Contacts:

For application questions or to schedule a prescreen consultation, please contact:

- General Intake Email: BOAprescreen@dallas.gov
- Senior Plans Examiners:

- Nora Castañeda
Phone: (214) 948-4501
Email: nora.castaneda@dallas.gov
- Sara Etebari Jirsaraee
Phone: (214) 948-4214
Email: sara.ejirsaraee@dallas.gov

For applications appealing the Building Officials decision, please contact:

- Project Coordinator- Diana Barkume
○ diana.barkume@dallas.gov
- Additional Contacts:
- Chief Planner- Dr. Kameka Miller-Hoskins
kameka.mhoskins@dallas.gov
- Board Secretary- Mary Williams
mary.williams1@dallas.gov

2. Intake Process

Purpose:

Once the applicant qualifies for board action and the application is deemed complete, they are advised to submit via the **DallasNow Portal**.

Method:

- **Submission:** Applicant uploads all required documents through the system.
- **Checklist Review:** Staff will use the standardized BOA checklist to confirm all required or additional documents (e.g., affidavit, deed, plat, plans) have been submitted.
- **Preliminary Staff Comments:** Identify any missing/incomplete items or potential issues that may delay intake acceptance.
- **Notification Sign Pickup:** Applicant is scheduled to pick up signs from 1500 Marilla Street, Room 5CN.

Outcome:

- Staff provides feedback or officially accepts the application.
- Case number is assigned, and fees are collected.
- Applicant receives confirmation of submittal and is notified of next steps (e.g., sign posting, hearing date) via email.
- Chief Planner will request maps from the GIS department
- Senior Planner is assigned to BOA case.