

Record Summary for Board of Adjustments

Record

Record #	Status	Opened Date
BOA-25-000095	In Review	12/08/2025

Application Name

Detailed Description

The property owners of 5012 Brookview, Dallas, Texas 75220 are in the process of building a new single family residence for themselves. They are requesting a variance to allow for the construction of a detached living quarter's for Mr. Creason's mother. This property will never be used as a rental property or for any income generating purpose.

Assigned To Department

Assigned to Staff

Record Type

Board of Adjustments

Custom Fields

INTERNAL USE ONLY

Source of Request	Self
Fee Waiver Granted	-
Number of Parking Spaces	-
Lot Acreage	1.091

PDOX INFORMATION

PDox Number	-
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PROPERTY INFORMATION

Existing Zoning	R-1/2ac(A)
Lot Number	8 and 9
Lot Size (Acres)	1.091
Block Number	12/5585
Lot Size (Sq. Ft)	47523
How many streets abut the property?	1
Land Use	Residential
Is the property platted?	Yes
Status of Project	Under Construction
Status of Property	Owner Occupied
Previous Board of Adjustment case filed on this property	No
Accommodation for someone with disabilities	Yes
File Date	-
Seleccione si necesitara un interprete	-
Case Number	-
Are you applying for a fee waiver?	No

Have the standards for variance and or special exception been discussed?	Yes
Has the Notification Sign Acknowledgement Form been discussed?	Yes
Referred by	Not applicable

Custom Lists

Board of Adjustment Request

1		
	Type of Request	Special Exception
	Request Description	Additional dwelling unit-not for rent
	Application Type	Single Family/Duplex Variance or Special Exception
	Affirm that an appeal has been made for	Variance to allow for the construction of a detached living quarter's for the property owners mother. T
	Application is made to BOA to grant the described appeal	Provide private, safe space for property owners mother to reside.

Case Information

1		
	Full Request	Additional dwelling unit, not for rent
	Brief Request	Additional dwelling unit, not for rent
	Zoning Requirements	Additional dwelling unit, not for rent
	Relevant History	none
	BOA History	No
	BOA History Details	NA

GIS Information

1		
	Census Tract Number	8.47
	Council District	13-Gay Donnell Willis

Street Frontage Information

1		
	Street Frontage	Front
	Linear Feet (Sq. Ft)	150

Contact Information

Name	Organization Name	Contact Type	Phone
John Colby Craig Email: j_colbycraig@yahoo.com	Created by CASON, LLC	Applicant	9729487888

Name	Organization Name	Contact Type	Phone
Matthew Creason Email: matt@creasonco.com		Property Owner	4698186488

Name	Organization Name	Contact Type	Phone
Amanda Ochoa Email: matt@creasonco.com		Property Owner	2602241863

Address

5012 BROOKVIEW DR, Dallas, TX 75220

Parcel Information

Parcel No:	Land Value	Legal Description	Book	Page	Lot	Block	Subdivision
0000042097300000 0							

Owner Information

Primary	Owner Name	Owner Address	Owner Phone
Y			

Status History

Status	Comment	Assigned Name	Status Date
In Review		Diana Barkume	12/10/2025
Application About to Expire	Updated via: BATCH_BUILDING_ABOUT_TO_EXPIRE	Accela Administrator	12/23/2025
In Review		Diana Barkume	12/23/2025
In Review		Diana Barkume	12/23/2025
Payment Due		Diana Barkume	12/24/2025
In Review	Updated By Script	Accela Administrator	12/26/2025



Planning & Development Department

320 E Jefferson Blvd,
Dallas TX 75203
(214) 948-4480

Board of Adjustment:
1500 Marilla Street, 5CN
Dallas Tx75201
(214) 948-4480

AFFIDAVIT

Appeal number: _____

I, Matthew F creason, Owner of the subject property
(Owner or "Grantee" of property as it appears on the Warranty Deed)

at: 5012 Brookview Dr Dallas Texas
(Address of property as stated on application)

Authorize: John Colby Craig
(Applicant's name as stated on application)

To pursue an appeal to the City of Dallas Zoning Board of Adjustment for the following request(s)

- ☐ Variance (specify below)
- ☒ Special Exception (specify below)
- ☐ Other Appeal (specify below)

Specify: Additional Dwelling Unit approval Not for rent, special exception

Matthew f creason
Print name of property owner or registered agent
Date 7/10/2025
Signature of property owner or registered agent

Before me, the undersigned, on this day personally appeared Matthew F creason

Who on his/her oath certifies that the above statements are true and correct to his/her best knowledge. Subscribed and sworn to before me this 7 day of July, 2025

Notary Public for Dallas County,
Texas

Commission expires on _____



Planning & Development Department

320 E Jefferson Blvd,
Dallas TX 75203
(214) 948-4480

Board of Adjustment:
1500 Marilla Street, 5CN
Dallas Tx 75201
(214) 948-4480

APPLICATION/APEAL TO THE BOARD OF ADJUSTMENT

OFFICE USE ONLY

Case no. _____

Date _____

Data Relative to Subject Property: _____

Location address: 5012 Brookview Drive Zoning District: R-1 ac

Lot No.: 859 Block No.: 15585 Acreage: 1.0910 Census Tract: 8.47

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

To the Honorable Board of Adjustment:

Owner of Property (per Warranty Deed): Matthew F Crain & Amanda de la Cruz

Applicant: Colby Craig Telephone: 972 948-7888

Mailing Address: 7423 Greenbrier Dr Zip Code: 75225

E-mail Address: colby@colbycraighomes.com

Represented by: _____ Telephone: _____

Mailing Address: _____ Zip Code: _____

E-mail Address: _____

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

Not for rent

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.

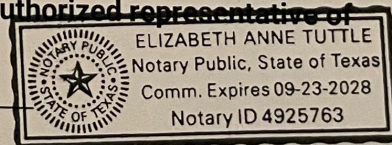
Affidavit

Before me, the undersigned on this day personally appeared John Colby Craig

(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 28 day of October, 2025

Notary Public in and for Dallas County, Texas

Together we are planning and building a better Dallas for all!

4/30/2025



Planning & Development Department

320 E Jefferson Blvd,
Dallas TX 75203
(214) 948-4480

Board of Adjustment:
1500 Marilla Street, 5CN
Dallas Tx 75201
(214) 948-4480

AFFIDAVIT

Appeal number: _____

I, Amanda Ochoa, Owner of the subject property
(Owner or "Grantee" of property as it appears on the Warranty Deed)

at: 5012 Brookview Dr Dallas Texas
(Address of property as stated on application)

Authorize: John Colby Craig
(Applicant's name as stated on application)

To pursue an appeal to the City of Dallas Zoning Board of Adjustment for the following request(s)

☐ Variance (specify below)

☒ Special Exception (specify below)

☐ Other Appeal (specify below)

Specify: Additional Dwelling Unit approval
Not for rent, special exception

Amanda ochoa
Print name of property owner or registered agent
Date 7/10/2025

[Signature]
Signature of property owner or registered agent

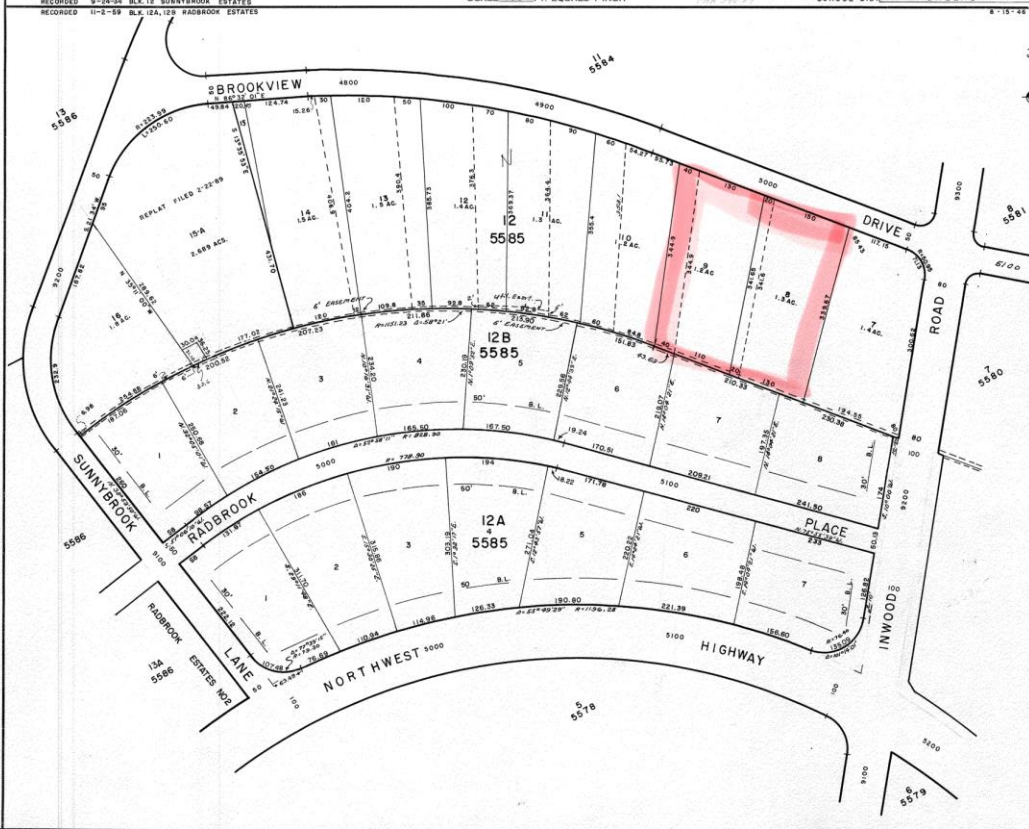
Before me, the undersigned, on this day personally appeared Amanda Ochoa

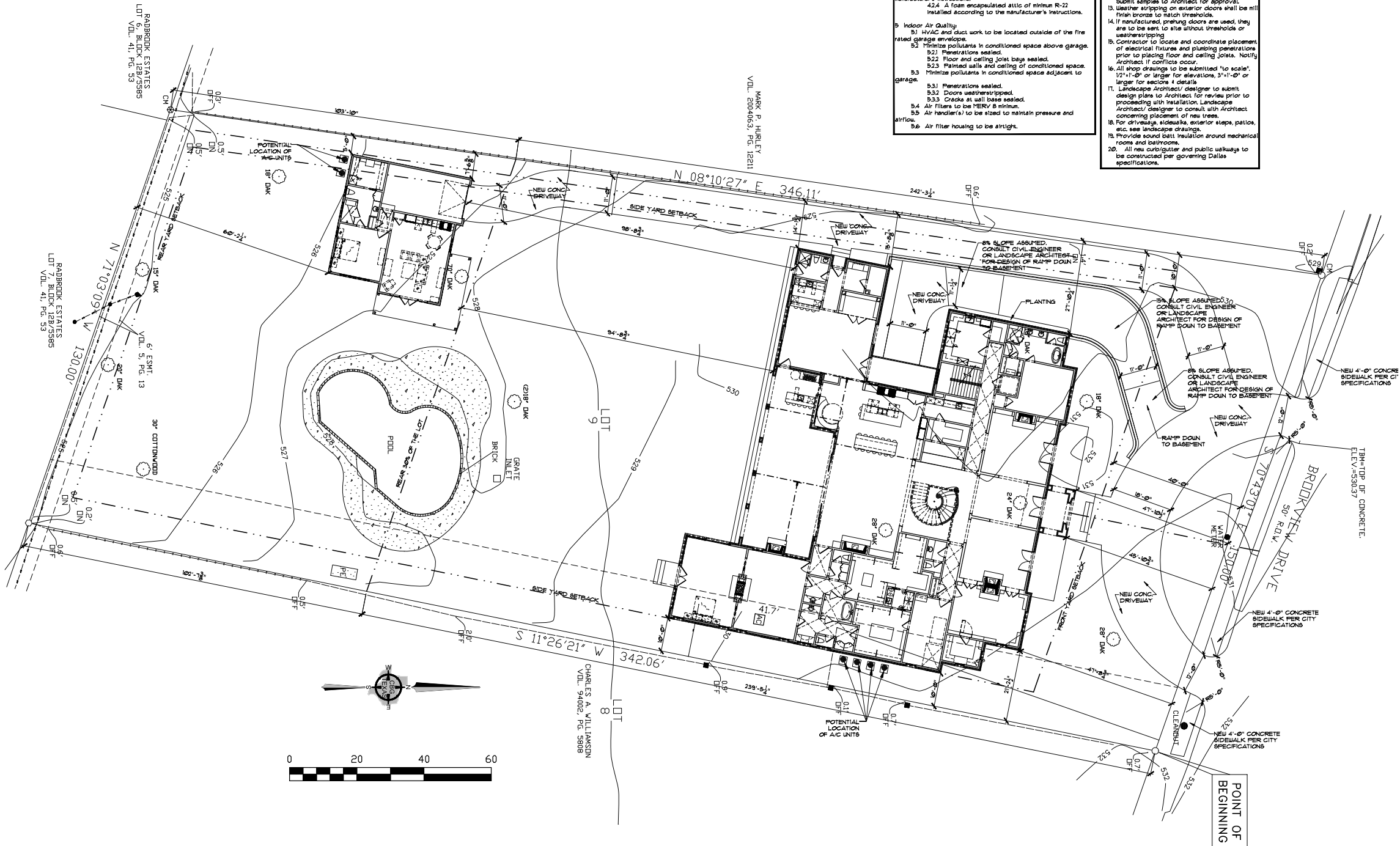
Who on his/her oath certifies that the above statements are true and correct to his/her

best knowledge. Subscribed and sworn to before me this 7 day of
July, 2025

Notary Public for Dallas County,
Texas

Commission expires on _____





1 SITE PLAN
SCALE: 3/32" = 1'-0"

- Dallas Green Building Program Notes - New Construction**
Checklist (rev. 03/2024)
- All new construction to comply with the City of Dallas Prescriptive Checklist (rev. 03/2024).
1. Storm Water:
- 1.1 10% of the non-roof area to have vegetative landscaping, permeable paving, or sloped for water runoff to a permanent filtration feature.
2. Water Usage:
- 2.1 Utilize drip irrigation in all planting beds.
 - 2.2 Must comply with three of the following five categories:
 - 2.2.1 Lavatory faucets to have a flow rate of 2.0 GPM maximum.
 - 2.2.2 Shower heads to have a flow rate of 2.0 GPM maximum.
 - 2.2.3 Toilets to have an average flush rate of 13 GPF maximum, or be dual flush complying with ASPE 102.04, or be certified and labeled as complying with US EPA Water Sense.
 - 2.2.4 Dishwasher to be Energy Star labeled and use 6 gal. per cycle maximum.
 - 2.2.5 Clothes washers to be Energy Star labeled and have a modified energy factor of 2.0 minimum and water factor of 3 maximum.
3. Energy Efficiency:
- 3.1 The home must demonstrate energy efficiency by one of the these two methods:
 - 3.1.1 Meet the performance requirements of Energy Star for Homes to achieve a HERS rating of 15.
 - 3.1.2 Achieve energy efficiency 5% above the requirements of the Dallas 312 Energy Conservation Code (IECC 2009) using the ICS calculator.
4. Heat Island Mitigation:
- 4.1 Must install one of the following four options:
 - 4.2.1 Roofing materials shall be Energy Star qualified on slope greater 5:12.
 - 4.2.2 A vegetative roof subject to approval by the Building Official.
 - 4.2.3 A radiant barrier installed according to the manufacturer's instructions.
 - 4.2.4 A foam encapsulated attic of minimum R-32 installed according to the manufacturer's instructions.
5. Indoor Air Quality:
- 5.1 HVAC and duct work to be located outside of the fire rated garage envelope.
 - 5.2 Minimize pollutants in conditioned space above garage.
 - 5.2.1 Penetrations sealed.
 - 5.2.2 Floor and ceiling joint bays sealed.
 - 5.2.3 Painted walls and ceiling in conditioned space.
 - 5.3 Minimize pollutants in conditioned space adjacent to garage.
 - 5.3.1 Penetrations sealed.
 - 5.3.2 Doors weatherstripped.
 - 5.3.3 Cracks at wall base sealed.
 - 5.4 Air filters to be MERV 8 minimum.
 - 5.5 Air handler(s) to be sized to maintain pressure and airflow.
 - 5.6 Air filter housing to be airtight.

- GENERAL NOTES AND SPECIFICATIONS**
- Construction: Comply with applicable building codes and related amendments.
 - Bring errors, omissions and inconsistencies in drawings or ambiguities between drawings and site construction conditions to attention of the Architect.
 - Notify Architect in event of discrepancies in contract documents.
 - Mechanical and landscape drawings by others.
 - Verify location of utilities serving site.
 - Final grading for drainage of water away from the building and off of the site shall be the responsibility of the owner, owner's general contractor and owner's landscape architect.
 - Verify window glazing options with Architect and Owner. All windows to be operable unless noted otherwise by the following distinction: (a) stationary windows requiring safety glass shall be the responsibility of the Contractor and the window distributor. Special hardware may be required on narrow egress windows.
 - Contractor shall furnish Architect with shop drawings of the following prior to fabrication:
 - a. each supply/return & location of registers
 - b. windows
 - c. decorative forged iron (railing, stair rail, etc.)
 - d. cabinetry
 - e. millwork
 - f. cast and cut stone
 - g. interior and exterior doors
 - Location of HVAC unit and water heaters, determined by others.
 - Vent clothes dryers to outside.
 - Run all roof vents behind from ridge.
 - There are to be no anodized aluminum thresholds on any exterior doors. All metal thresholds on exterior doors shall be 1/2" x 1/2" x 1/2" interlocking thresholds with water return in mill finish extruded bronze (brass) or equal. Submit samples to Architect for approval.
 - Weather stripping on exterior doors shall be mill finish bronze to match thresholds.
 - If manufactured, prehung doors are used, they are to be sent to site without thresholds or weatherstripping.
 - Contractor to locate and coordinate placement of electrical fixtures and plumbing penetrations prior to placing floor and ceiling joists. Notify Architect if conflicts occur.
 - All shop drawings to be submitted "to scale".
 - 1) 1/4" = 1'-0" or larger for elevations, 3/4" = 1'-0" or larger for sections & details
 - Landscape Architect/ designer to submit design plan to Architect for review prior to proceeding with installation. Landscape Architect/ designer to consult with Architect concerning placement of new trees.
 - For driveway, sidewalks, exterior steps, patios, etc. see landscape drawings.
 - Provide sound barrier insulation around mechanical rooms and bathrooms.
 - All new curb/gutter and public walkways to be constructed per governing Dallas specifications.

PROPERTY ADDRESS	
5012 BROOKVIEW DRIVE DALLAS, TEXAS	
ZONING RESTRICTIONS	
FRONT YARD SETBACK	40'-0"
SIDE YARD SETBACK	10'-0"
REAR YARD SETBACK	10'-0"
MAXIMUM BUILDING HEIGHT	36'-0"
LOT COVERAGE	
LOT AREA	4735 SQ. FT.
40% ALLOWABLE	1894 SQ. FT.
PROPOSED COVERAGE	1894 SQ. FT.
LEGAL DESCRIPTION	
Being a lot, tract or parcel of land situated in the James L. Farquhar Survey, Abstract No. 495, City of Dallas, Dallas County, Texas, and being a portion of Lots 8 and 9, Block 1289, Brookview Estates, an addition to the City of Dallas, Dallas County, Texas, according to the map thereof recorded in Volume 8, Page 5, Map Records, Dallas County, Texas.	
SQUARE FOOTAGE CALCULATIONS	
1ST FLOOR A/C	9,259 SQ. FT.
2ND FLOOR A/C	4,217 SQ. FT.
BASEMENT A/C	5,263 SQ. FT.
COVERED PORCHES/BALCONIES	1,181 SQ. FT.
GARAGE & STORAGE	4,491 SQ. FT.
N-LAW SUITE A/C	981 SQ. FT.
N-LAW SUITE COVERED PORCH	233 SQ. FT.
N-LAW SUITE GARAGE	350 SQ. FT.
TOTAL A/C	18,101 SQ. FT.
TOTAL COVERED	20,076 SQ. FT.

Revisions

A NEW RESIDENCE FOR:
MATT AND AMANDA CREASON
DALLAS, TEXAS

RICHARD DRUMMOND DAVIS
ARCHITECT



Date: 01-15-2024
Job Address: 5012 BROOKVIEW
Drawn by: N.G.
Checked by: R.D.D.
Sheet Number:

A1.1