


ZONING BOARD OF ADJUSTMENT – January 4, 2021
STAFF REPORT



APPLICATION TYPE:		CASE:	
Variance		ZBA20-30: 2902 Coleman Street	
SYNOPSIS:			
<p>The applicant has applied for a variance to allow a 16-foot rear yard setback in lieu of the required 20 feet for a new single-detached dwelling on the subject property. The property is an existing legal non-conforming lot platted before zoning in 1927 as part of the Hatcher Addition, with a depth of only 92 feet and lot area of 4,600 square feet. If the lot was platted today, it would require a lot depth of 100 feet and lot area of 5,000 square feet under the current Zoning Ordinance. The new home's front yard setback of 18.5 feet is also deficient (25 feet required) but the Planning Director has determined there is an established building line along this block of 18.5 feet, and therefore, no variance is required for this setback.</p>			
LOCATION:		LEGAL DESCRIPTION:	
2902 Coleman Street; northwest corner of Coleman Street and Hassell Street		Being Lot 16 in Block 35 of the Hatcher Addition	
SM DISTRICT / NEIGHBORHOOD:	ZONING:	FUTURE LAND USE:	SIZE:
SMD District #2 – Tom Thompson Angelo Heights Neighborhood	Single-Family Residential (RS-1)	N – Neighborhood	0.106 acres
THOROUGHFARE PLAN:			
<p><i>Coleman Street – Urban Local Street</i> Required: 50' right-of-way, 40' pavement or 36' with a 4' wide sidewalk Provided: 60' right-of-way, 30' pavement and no sidewalk</p> <p><i>Freeland Avenue – Urban Local Street</i> Required: 50' right-of-way, 40' pavement or 36' with a 4' wide sidewalk Provided: 60' right-of-way, 30' pavement and no sidewalk</p>			
NOTIFICATIONS:			
19 notifications mailed within 200-foot radius on December 22, 2020. No letters received to date in support or opposition.			
STAFF RECOMMENDATION:			
Staff's recommendation is for the Zoning Board of Adjustment (ZBA) to APPROVE a variance from 501.A of the Zoning Ordinance to allow for a rear yard setback of 16 feet in lieu of the required minimum 20 feet, for a home within the Single Family Residential (RS-1) Zoning District located at 2902 Coleman Street, subject to one condition of approval.			
PROPERTY OWNER/PETITIONER:			
Mr. Galen Weiershausen			
STAFF CONTACT:			
Jeff Fisher, AICP Principal Planner (325) 657-4210, Extension 1550 jeff.fisher@cosatx.us			

VariANCES: Section 207(F) of the Zoning Ordinance requires that an applicant for a variance must show that a hardship exists and that the Zoning Board of Adjustment make an affirmative finding that each and every one of the following six (6) criteria are met:

1. **Special circumstances exist that are peculiar to the land or structure that are not applicable to other land or structures in the same zoning district and are not merely financial.** The proposed variance is consistent with a series of other variances in nearby blocks of the Hatcher Addition where the lots were platted with 92 feet of depth, leaving less space for new home construction. These include 2706 Coleman Street (11.5-foot rear yard, ZBA20-10), 2830 Coleman Street and 2827 North Street (11.5-foot rear yard ZBA20-03 and 14.5-foot rear yard ZBA20-04), and 2630 Coleman Street (16-foot rear yard ZBA19-08). Staff believes the reduced lot depth is a special circumstance unique to this area, leaving a smaller buildable footprint.
2. **These special circumstances are not the result of the actions of the applicant.** The applicant did not create the circumstance. The subject lot and surrounding properties were platted this way since 1927, prior to the Zoning Ordinance.
3. **Literal interpretation and enforcement of the terms and provisions of this Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zoning district, and would cause an unnecessary and undue hardship.** The proposed home is 1,828-square feet consistent with the lots in the area that range from 1,200 to 2,000-square feet in size. Denying the variance request would deprive the applicant of the same rights granted by other nearby rear yard variances.
4. **Granting the variance is the minimum action that will make possible the use of the land or structure which is not contrary to the public interest, and would carry out the spirit of this Zoning Ordinance and substantial justice.** The proposed variance is the minimum action being requested. The proposed home complies with all other RS-1 zoning standards and its front yard setback is consistent with the established building line (average front yard setback) for the block. The applicant is only seeking a rear yard setback that is four feet less than required whereas the lot depth is 8 feet less than today's zoning requirements. Staff believes the applicant's request is therefore reasonable.
5. **Granting the variance will not adversely affect adjacent land in a material way.** Staff does not believe that there will be any adverse impacts on adjacent properties if the variance was granted. As indicated, the applicant is maintaining the average front yard setback along the block so the rear yard variance will not be noticeable from Coleman Street.
6. **Granting the variance will be generally consistent with the purposes and intent of this Zoning Ordinance.** Section 104.2 of the Zoning Ordinance states that the purpose of the Ordinance is to "Protect the character and the established pattern of development in each area." Staff believes the proposed home is in keeping with this purpose statement. The home maintains the existing average front yard setback within the area and allows the applicant to build a new home generally consistent with the homes in the area.

Allowed Variances:

In addition to the above criteria, in exercising its authority to grant a variance, per Section 207.D of the Zoning Ordinance, the Zoning Board of Adjustment must affirmatively find that one or more of the following circumstances applies:

1. **SPECIAL CIRCUMSTANCES RESULTING IN UNNECESSARY HARDSHIP.** *Where special circumstances exist on the property related to the size, shape, area, topography, surrounding conditions or location that do not generally apply to other property in the same zoning district, and that the circumstances are such that strict application of this zoning ordinance would create an unnecessary hardship or deprive the applicant of reasonable use of the land or building.*

Planning Staff and the applicant believe there is a special circumstance because the original lot was platted in 1927 and since a Zoning Ordinance had not yet been adopted by City Council, no development standards were in place which would restrict the placement of a structure consistent with specific setback requirements.

2. **OVERRIDING PUBLIC INTEREST.** *If the variance further an overriding public interest or concern, including, but not limited to: (a) Preserving the natural environment, (b) Promoting maintenance or reuse of older urban or historic buildings, or (c) Helping to eliminate a nonconforming use at another location.*
3. **LITERAL ENFORCEMENT.** *If it is found that the literal enforcement and strict application of this Zoning Ordinance will result in extraordinary circumstances inconsistent with the general provisions and intent of this ordinance, and that, in granting the variance, the spirit of the ordinance will be preserved and substantial justice done.*

Recommendation:

Staff's recommendation is for the Zoning Board of Adjustment (ZBA) to **APPROVE** a variance from 501.A of the Zoning Ordinance to allow for a rear yard setback of 16 feet in lieu of the required minimum 20 feet, for a home within the Single Family Residential (RS-1) Zoning District located at 2902 Coleman Street, subject to **one** condition of approval.

1. The applicant shall obtain a building permit from the Permits and Inspections Division for the new single-family home consistent with the footprint provided on the site plan.

Attachments:

Aerial Map
Future Land Use Map
Zoning Map
Photographs
Site Plan
Proposed Elevations
Proposed Floor Plan
Application



Variance
ZBA20-30: 2902 Coleman St
Council District: Tom Thompson - District 2
Neighborhood: Angelo Heights
Scale: 1" approx. = 100 ft
NW corner Coleman St/Hassell St. (0.106 ac.)

Legend
Subject Properties: 
Current Zoning: **RS-1**
Requested Zoning Change: **N/A**
Vision: **Neighborhood**






Variance

ZBA20-30: 2902 Coleman St


Council District: Tom Thompson - District 2

Neighborhood: Angelo Heights

Scale: 1" approx. = 100 ft

NW corner Coleman St/Hassell St. (0.106 ac.)

Legend

Subject Properties: 

Current Zoning: **RS-1**

Requested Zoning Change: **N/A**

Vision: **Neighborhood**





Variance

ZBA20-30: 2902 Coleman St

Council District: Tom Thompson - District 2

Neighborhood: Angelo Heights

Scale: 1" approx. = 100 ft

NW corner Coleman St/Hassell St. (0.106 ac.)

Legend

- Subject Properties: 
- Current Zoning: **RS-1**
- Requested Zoning Change: **N/A**
- Vision: **Neighborhood**



Photos of Site and Surrounding Area

NORTH AT PROPERTY



WEST AT PROPERTY



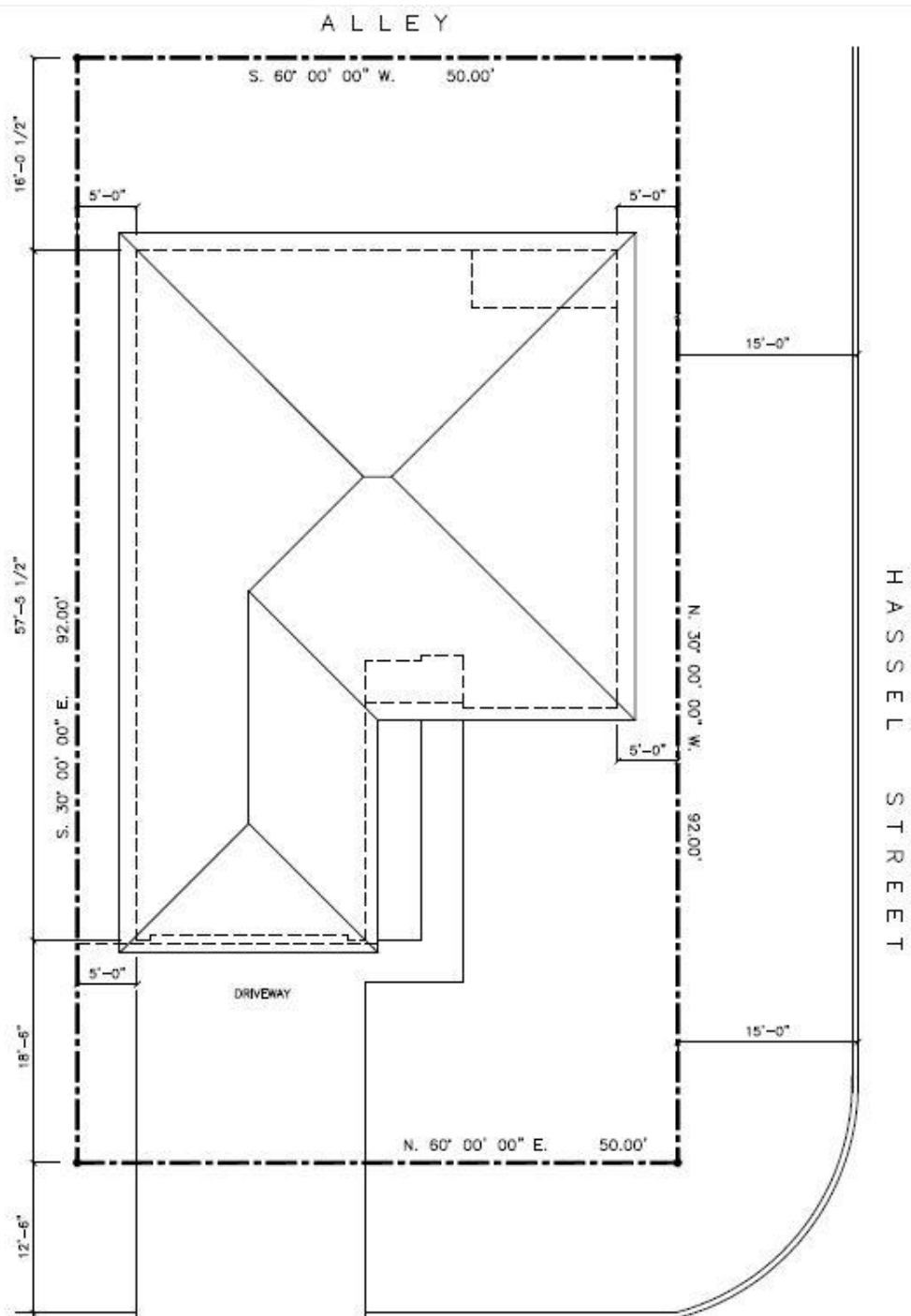
NORTH ON HASSELL STREET



EAST ON COLEMAN STREET (LOOKING AT 2830 COLEMAN STREET, ZBA20-03)



Site Plan

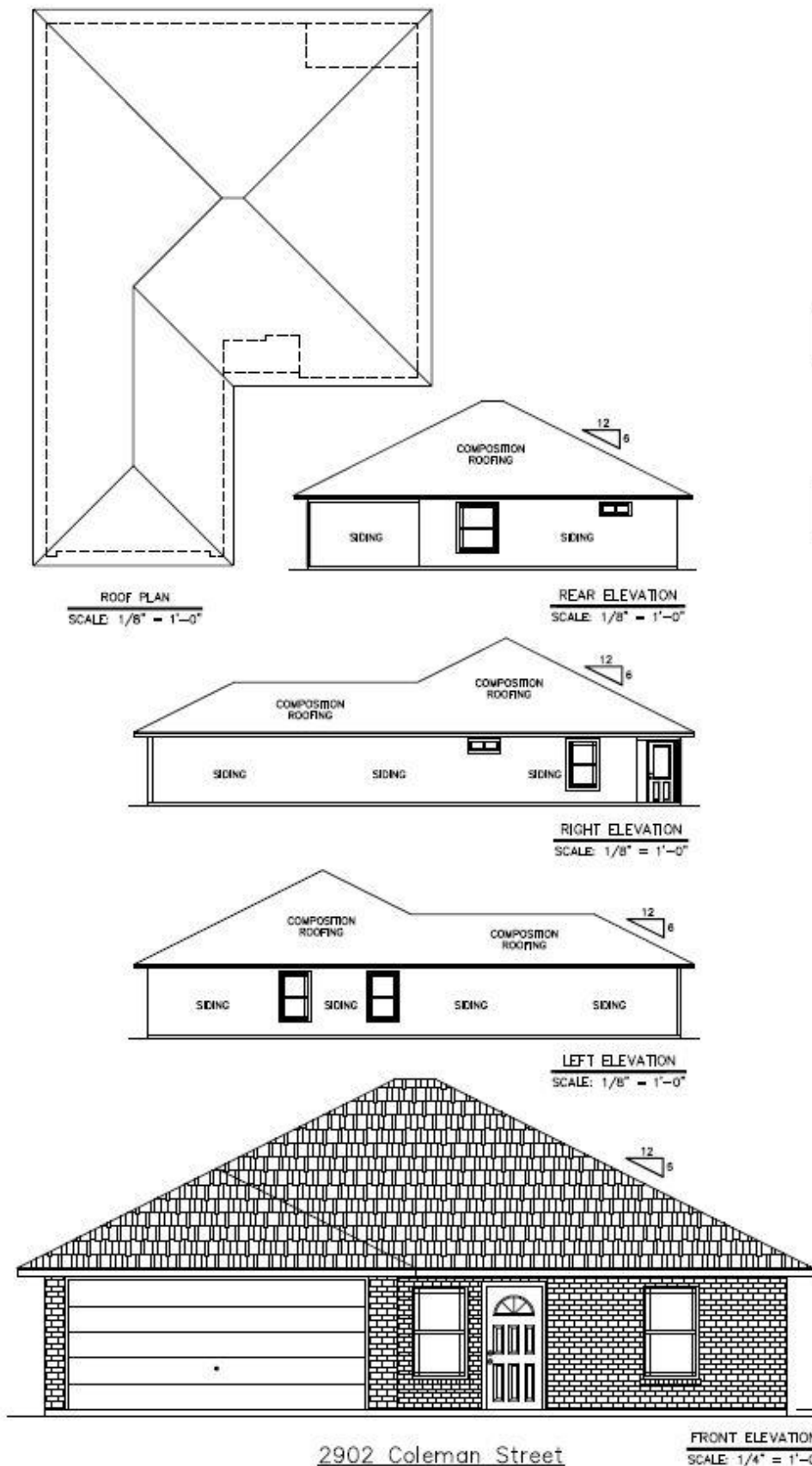


COLEMAN STREET

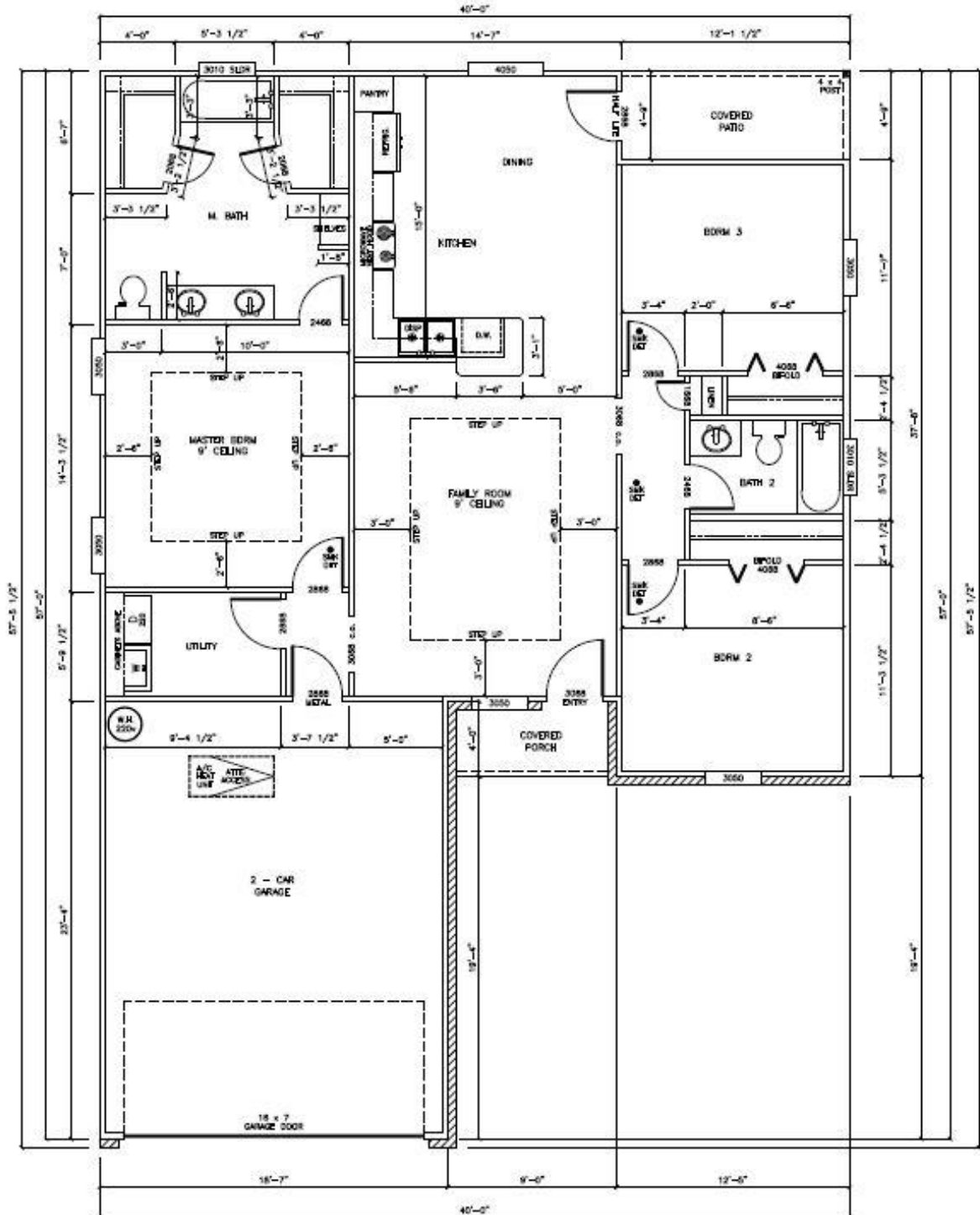
2902 COLEMAN STREET
LOT 16, BLOCK 35,
HATCHER ADDITION
SAN ANGELO, TOM GREEN CO., TEXAS

PLOT PLAN
SCALE: 1/8" = 1'-0"

Proposed Elevations



Proposed Floor Plan




AREA CALCULATIONS	
LIVING AREA	1345 Sq. Ft. Heated Area Out / Brick
PORCH	30 Sq. Ft.
PATIO	58 Sq. Ft.
GARAGE	453 Sq. Ft.
TOTAL	1886 Sq. Ft. Under Roof

NOTE:
 CHECK WITH OWNER or CONTRACTOR,
 THE PLACEMENT OF ROSE BBS AND
 ELECTRICAL FLOOR OUTLETS PRIOR
 TO CONSTRUCTION.


BENCHMARK HOMES
 325-234-0167
 2902 COLEMAN STREET

FLOOR PLAN
 SCALE 1/4" = 1'-0"

Effective January 3, 2017



City of San Angelo, Texas – Planning Division
 52 West College Ave



Application for Variance from Zoning Regulations

Section 1: Basic Information

Name of Applicant(s): Galea Weiershausen
 Owner Representative (Notarized Affidavit Required)

Mailing Address: P.O. Box 368 SAN Angelo TX 76902
City State Zip Code

Contact Phone Number: 325-234-0617 Contact E-mail Address: XMRFISH@AOL.COM

Subject Property Address and Location: 2902 Coleman SAN Angelo TX 76901
City State Zip Code

Legal Description (can be found on property tax statement or at www.tamgreencad.com):
Hatchen Addition BLK 35 Lot 16

Zoning District:

CN CO CG CH CG/CH CBD OW ML MHS MHP PD
 RS-1 RS-2 RS-3 RM-1 RM-2 R&E

(Zoning Map available on [City Maps](#))

Section 2: Variance Request(s)

List each variance request separately:

1. Zoning Ordinance section: Allow 16' ft Rear yard setback instead of 20ft' 501 A
 Describe variance: _____

2. Zoning Ordinance section: _____
 Describe variance: _____

3. Zoning Ordinance section: _____
 Describe variance: _____

4. Zoning Ordinance section: _____
 Describe variance: _____

Section 3: Variance Request Criteria

I assert that my request for variance meets all of the required criteria based on my explanation(s) below:

1. Special circumstances exist that are peculiar to the land or structure that are not applicable to other land or structures in the same zoning district and are not merely financial;
 Explanation: Lot is only 92ft. deep

Effective January 3, 2017

Section 3 continued: Variance Request Criteria

2. These special circumstances are not the result of the actions of the applicant;

Explanation: lot was already platted when purchased at 92'

3. Literal interpretation and enforcement of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zoning district, and would cause an unnecessary and undue hardship;

Explanation: Given lot size need variance to build home

4. Granting the variance is the minimum action that will make possible the use of the land or structure which is not contrary to the public interest, and would carry out the spirit of the Zoning Ordinance and substantial justice;

Explanation: Everything else complies with zoning stds. to comply with zoning standards

5. Granting the variance will not adversely affect adjacent land in a material way; and

Explanation: Have already built 6 homes with no adverse effects

6. Granting the variance will be generally consistent with the purposes and intent of the Zoning Ordinance.

Explanation: Building will meet all other zoning stds. with the variance

Effective January 3, 2017

Section 4: Applicant(s) Acknowledgement

Please initial the following:

[Initials] I/we understand that the Zoning Board of Adjustment (ZBA) is bound by criteria established by state law; I further understand that my request is not guaranteed to be approved and that it constitutes an exception from regulations of the City of San Angelo;

[Initials] I/we understand that any variation(s) authorized by the ZBA will require me/us to obtain a building permit for that stated variation within twelve (12) months of the approval date by the ZBA, unless the ZBA has specifically granted a longer period;

[Initials] I/we understand that all drawings, pictures, documents or other information used during your testimony to the ZBA must be kept in the permanent files of the Planning Division; and

[Initials] I/we understand that any appeal of a decision made by the ZBA must be presented to a court of record with a verified petition stating that the decision of the ZBA is illegal in whole or in part and specifying the grounds of the illegality. This petition for appeal must be presented within ten (10) days after the date the decision is filed in the board's office.

I/We the undersigned acknowledge that the information provided above is true and correct.

[Signature]
 Signature of licensee or authorized representative

12/2/20
 Date

Printed name of licensee or authorized representative

Name of business/Entity of representative

FOR OFFICE USE ONLY:

Reviewed/Accepted by: J. Fisher

Date: 12, 3, 2020

Case No.: ZBA: 20 - 30

ZBA Hearing Date: 1, 4, 2021

Fully-Dimensioned and scaled Site Plan: Yes No

Date of Application: 12, 3, 2020

Non-Refundable Fee: \$ 250.00 Receipt #: 83053

Date paid: 12, 3, 2020

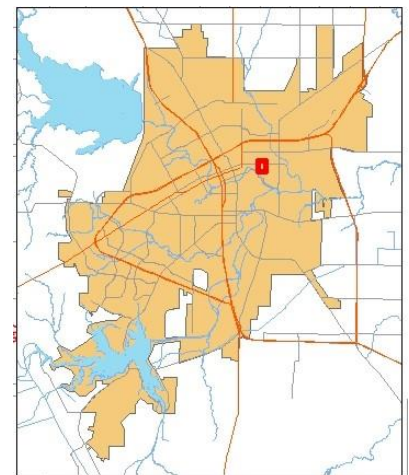
Ordinance section(s) from which variance(s) is/are requested: S01-A

ZONING BOARD OF ADJUSTMENT – JANUARY 4, 2021

STAFF REPORT



APPLICATION TYPE:		CASE:	
Variance		ZBA20-31: 924 Tarver Street (Reyes)	
SYNOPSIS:			
<p>A request for a variance from Section 501.A of the Zoning Ordinance to allow a 1-foot side yard setback for an existing carport attached to a single-family home in lieu of the required 5-foot side yard setback. The applicant has stated he added on the carport to the side of the house without getting a permit. He did not think such a simple lean-to would require a permit. He came in to see about another permit and was told he had to obtain a permit, get this carport inspected and approved.</p>			
LOCATION:		LEGAL DESCRIPTION:	
924 Tarver Street		Baze Subdivision: Blk. H, S. 95.8 Ft. of Lot 15 & 10' X 89.5' Adjustment in Gerhardt Survey	
SM DISTRICT / NEIGHBORHOOD:		ZONING:	FUTURE LAND USE:
SMD #3 – Harry Thomas Ft. Concho East Neighborhood		Single Family Residence (RS-1)	Neighborhood
		SIZE:	
			0.140 acre
THOROUGHFARE PLAN:			
<p><u>Tarver Street</u> – Urban Local Street – ROW 50' Required (57' Existing) – Pavement Width 40' Required (30' Existing)</p>			
NOTIFICATIONS:			
<p>15 notifications were mailed within a 200-foot radius on December 16, 2020. Zero responses have been received in support or in opposition.</p>			
STAFF RECOMMENDATION:			
<p>Staff recommends DENIAL of a variance from Section 501.A of the Zoning Ordinance to allow for a 1' side yard setback in lieu of the required 5' for a residential carport within the Single Family Residence (RS-1) Zoning District.</p>			
PETITIONER:			
Mr. Reyes			
STAFF CONTACT:			
Sherry Bailey Principal Planner (325) 657-4210, Extension 1546 sherry.bailey@cosatx.us			



Variance: Section 207(F) of the Zoning Ordinance requires that the Zoning Board of Adjustments consider six (6) factors in determining the appropriateness of any Variance request.

- 1. Special circumstances exist that are peculiar to the land or structure that are not applicable to other land or structures in the same zoning district and are not merely financial.** The applicant is in the open structures overlay which would allow two feet from the property line if the structure matches the house. However, in this case it is hard to establish that side yard property line because the neighbor has built his addition right to what is believed is the property line. When you look at the existing carport the distance is somewhere between 1 ft. and 2 ft. When looking at the carport in comparison to the other land and structures in the same zoning district area it is apparent that the applicant attempted to have the carport blend into the house, be of minimal impact on his neighbor and out of sight. If the applicant was to cutback the existing carport by 1 foot it would meet the 2 foot side yard setback and then would only have to meet the building code requirements. Since the carport is only used for storage of equipment, that could be a solution.
- 2. These special circumstances are not the result of the actions of the applicant.** According to the submitted application by the applicant he was not aware of the need for a carport/covered storage area to adhere to setbacks and distancing. However, the applicant is the person who constructed the carport without a permit and in violation of the requirements.
- 3. Literal interpretation and enforcement of the terms and provisions of this Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zoning district, and would cause an unnecessary and undue hardship.** The applicant pointed out to staff the other additions and structures in the area that did not get a building permit. (Staff concurs the addition of the applicant's neighbor and two other carports in the area did not get a building permit). This area of town does have several structures that are not in compliance, but often they are constructed without intending to do things that are illegal. That is not an excuse, but it is an explanation on why the applicant did not even think to get a permit.
- 4. Granting the variance is the minimum action that will make possible the use of the land or structure which is not contrary to the public interest, and would carry out the spirit of this Zoning Ordinance and substantial justice.** Staff believes that the Board needs to discuss with the applicant options that might make sense to him both financially and construction wise that would allow the applicant to keep his carport storage structure with either perhaps a one foot reduction from the side yard which would be allowed in the Open Structures Overlay District, or perhaps moving the structure to the other side of the house. The carport/storage structure does not function as a carport, but just as a storage area for the owner's equipment. From the applicant's standpoint, maintaining the existing structure is the minimal action that meets his needs, and he is more than willing to construct the 1 hour firewall building permits has indicated he will need to do to allow the structure to be so close to the side yard property line.

5. **Granting the variance will not adversely affect adjacent land in a material way.** The applicant believes that granting this variance will not affect the adjacent property. The neighbor on that side has already built his addition on the property line but allowing the structure to stay as is will increase the risks for fire.
6. **Granting the variance will be generally consistent with the purposes and intent of this Zoning Ordinance.** The purpose of the ordinance setbacks is to provide sufficient separation of structures from adjoining property lines for physical and property safety. In those cases where building on the property line is allowed, such as the Central Business District, different build construction rules apply and are strictly enforced. In this case, the applicant is willing to adhere to those building code requirements.

Allowed Variances:

In exercising its authority to grant a variance, per Section 207.D of the Zoning Ordinance, the Zoning Board of Adjustment must affirmatively find that one or more of the following circumstances applies:

1. **SPECIAL CIRCUMSTANCES RESULTING IN UNNECESSARY HARDSHIP.** *Where special circumstances exist on the property related to the size, shape, area, topography, surrounding conditions or location that do not generally apply to other property in the same zoning district, and that the circumstances are such that strict application of this zoning ordinance would create an unnecessary hardship or deprive the applicant of reasonable use of the land or building.*
2. **OVERRIDING PUBLIC INTEREST.** *If the variance further an overriding public interest or concern, including, but not limited to: (a) Preserving the natural environment, (b) Promoting maintenance or reuse of older urban or historic buildings, or (c) Helping to eliminate a nonconforming use at another location.*
3. **LITERAL ENFORCEMENT.** *If it is found that the literal enforcement and strict application of this Zoning Ordinance will result in extraordinary circumstances inconsistent with the general provisions and intent of this ordinance, and that, in granting the variance, the spirit of the ordinance will be preserved and substantial justice done.*

The applicant believes that literal enforcement applies in this case because he is not asking to do anything different that others in his area have done and he is more than willing to provide the building code safeguards that are necessary to meet the requirements. Staff believes this is not the case. There is no special circumstance with the property, no overriding public interest and just because others are not doing something correctly, doesn't make this instance conform to the intent of the ordinance.

Recommendation:

Staff recommends that the Zoning Board of Adjustment **DENY** the variance from Section 502 of the Zoning Ordinance to allow for a 1' side yard setback in lieu of the required 5' within the Single Family Residence (RS-1) Zoning District.

Attachments:

Aerial Map

Zoning Map

Site Plan

Photos of the Site

Notification Map

Application



Location Map ZBA20-31:Reyes

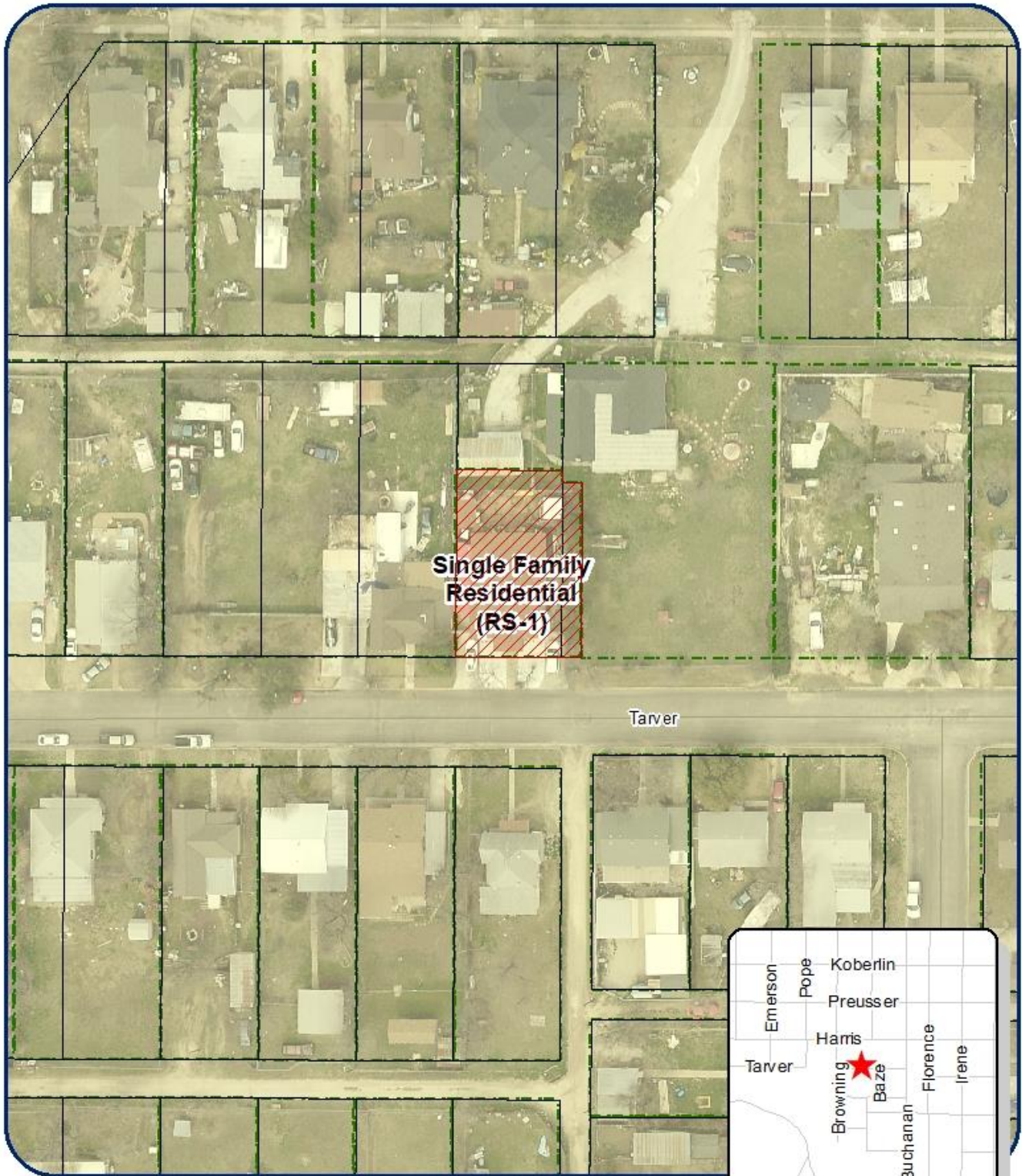
ZBA20-31: 924 Tarver Street
 Council District 3 - Harry Thomas
 Neighborhood: Ft. Concho East
 Scale: 1" approx. = 40 ft

Blk. H Baze Subdivision; S. 95.8 FT. of Lot 15 & 10 X 89.5 Ft. Adj. on Gerhardt Survey

Legend

Subject Properties: 
 Current Zoning: **Single Family Residence (RS-1)**
 Requested Zoning Change: **Side Yard Variance**
 Vision: **Neighborhood**





Location Map ZBA20-31:Reyes

ZBA20-31: 924 Tarver Street

Council District 3 - Harry Thomas
Neighborhood: Ft. Concho East
Scale: 1" approx. = 65 ft

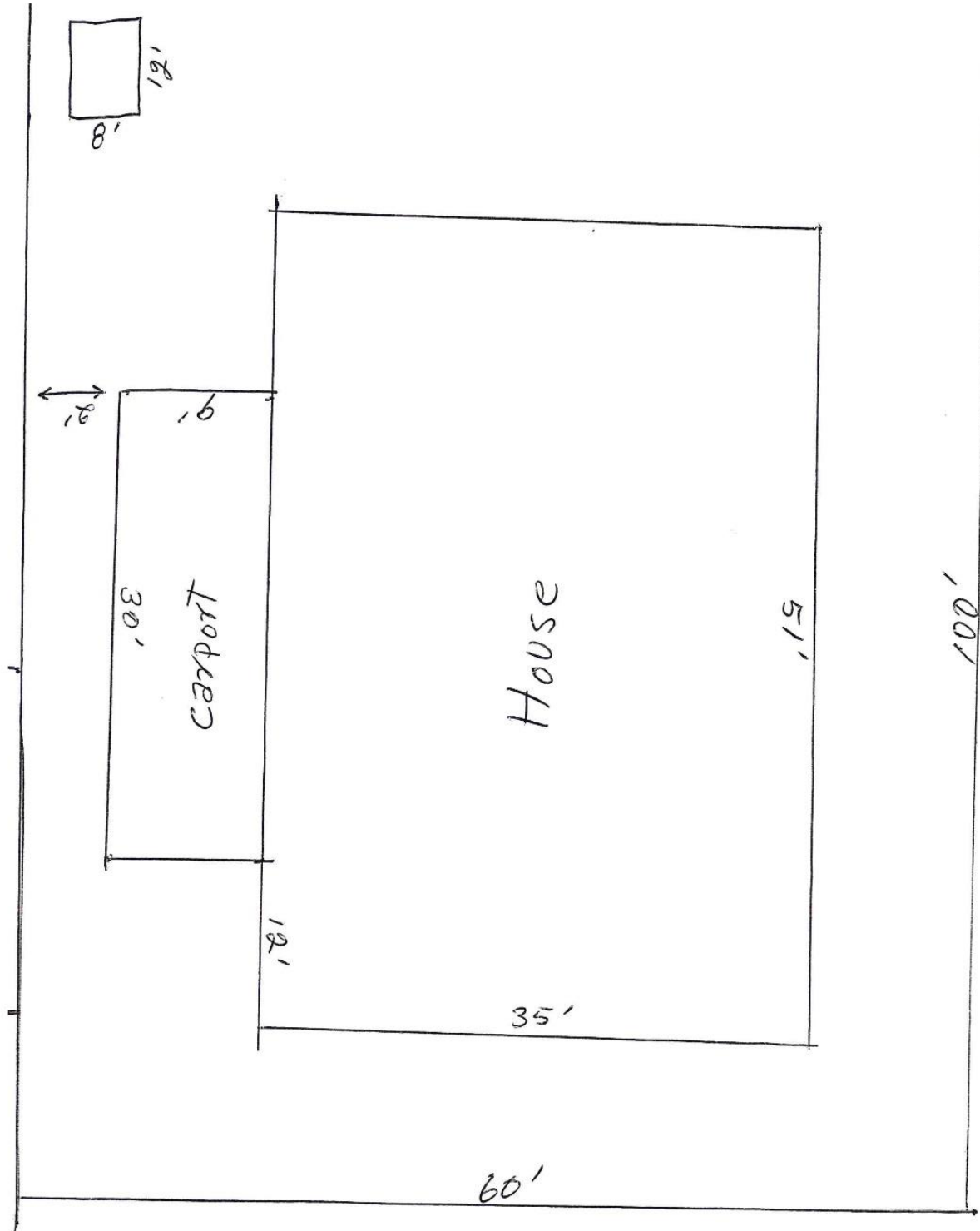
Blk. H Baze Subdivision; S. 95.8 FT. of Lot 15 & 10 X 89.5 Ft. Adj. on Gerhardt Survey

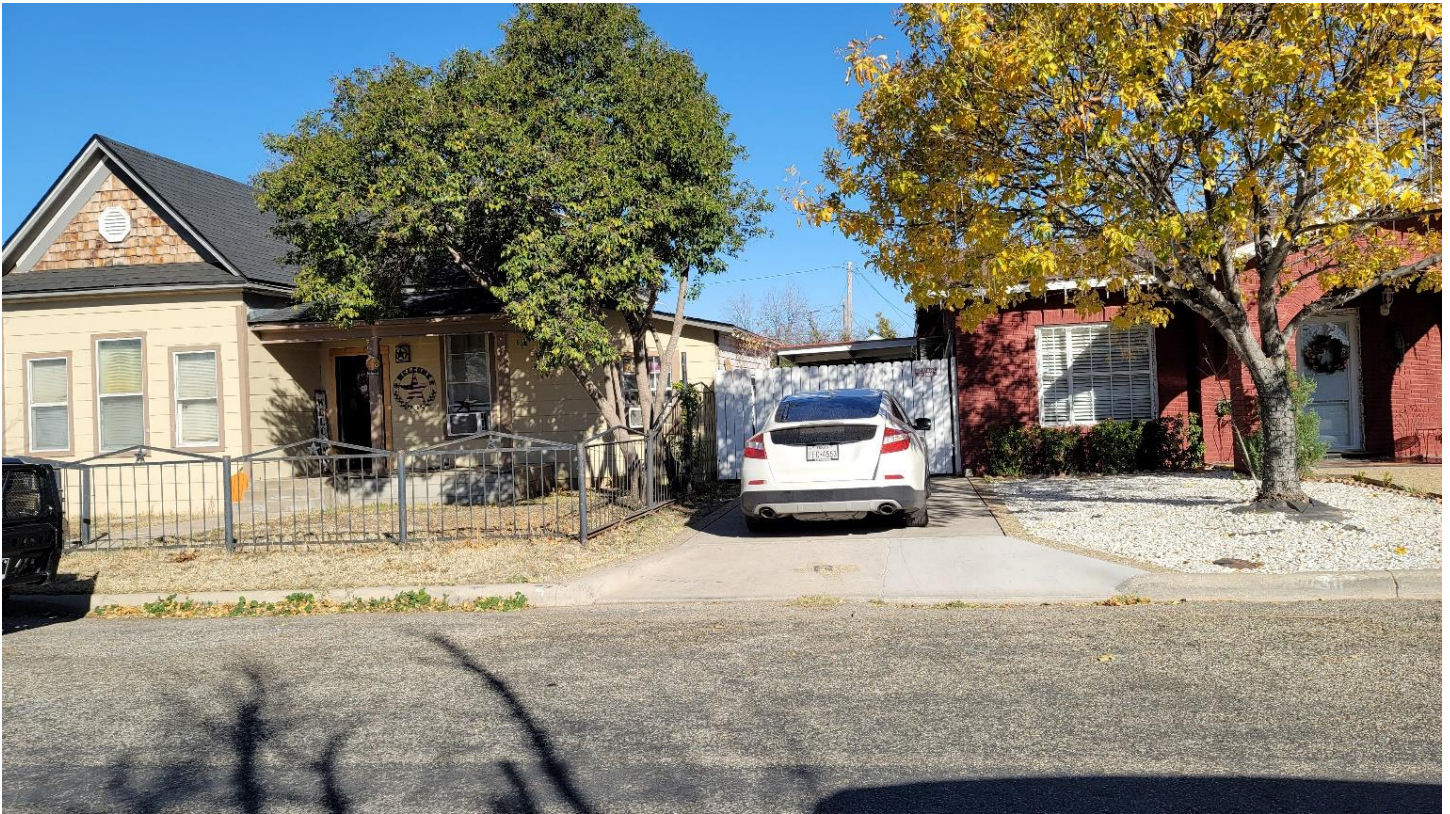
Legend

Subject Properties: 
Current Zoning: **Single Family Residence (RS-1)**
Requested Zoning Change: **Side Yard Variance**
Vision: **Neighborhood**



Applicants sketch on the location of the carport/storage, the property line, and the location 12' back from the front of the house.





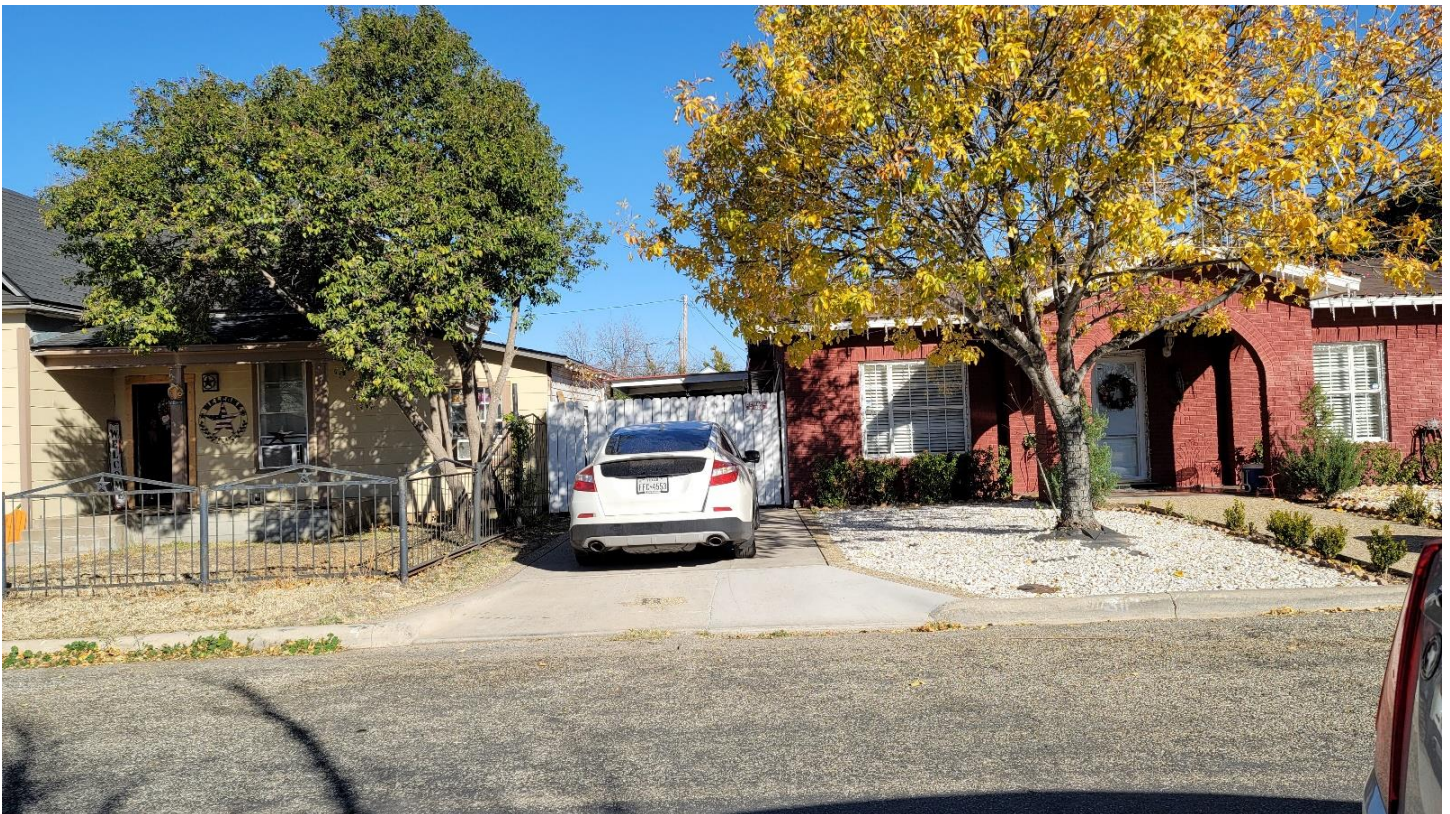
Picture showing the relationship of the two homes, with the addition being on the property line.



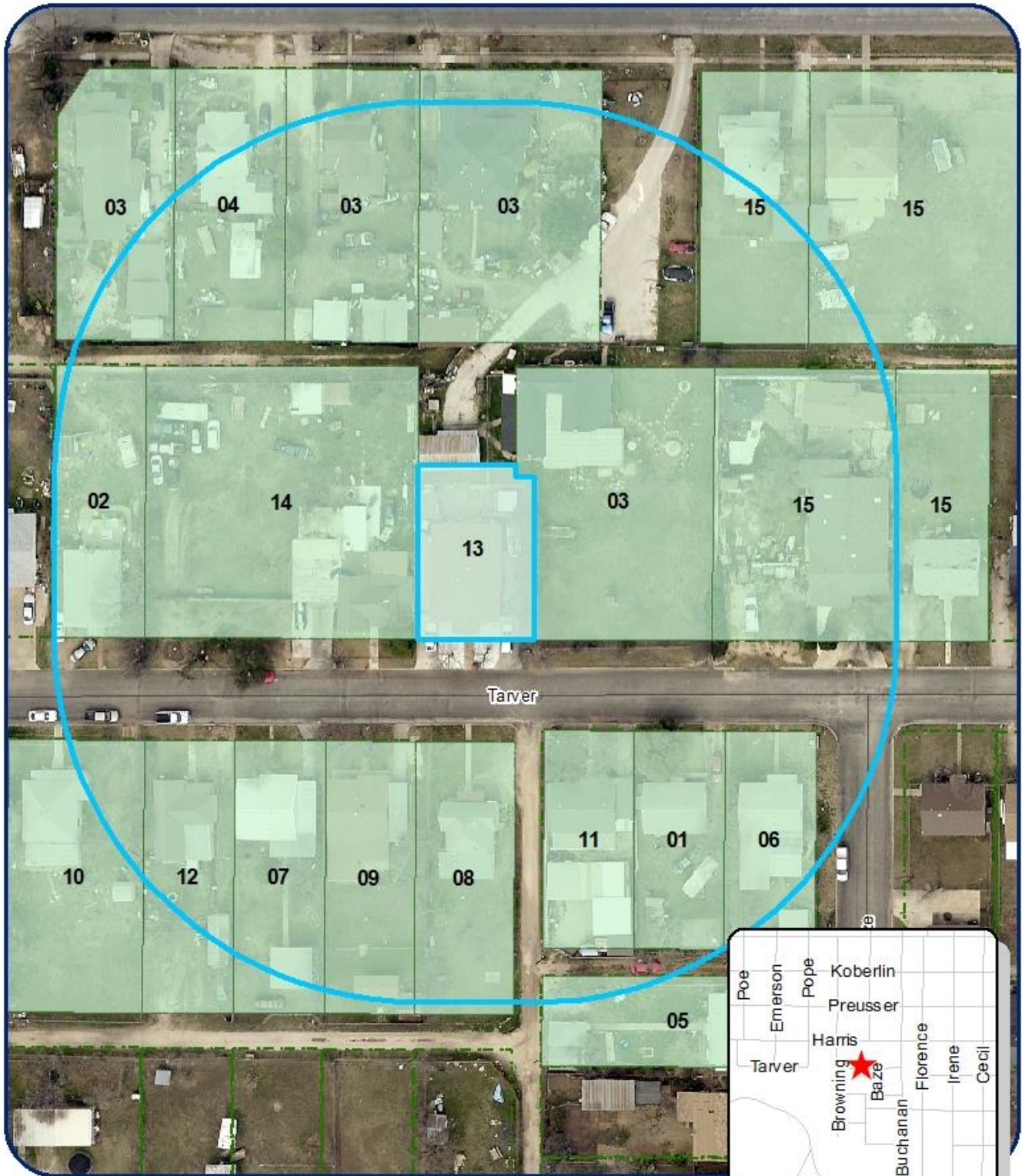
Close up of the separation area.



Showing the lending of the carport and roof with the existing home.




Showing a straight on perspective of the home, the carport and the neighbor's addition.




Location Map		Notification Map		Legend	
ZBA20-31: 924 Tarver Street					
Council District 3 - Harry Thomas					
Neighborhood: Ft. Concho East					
Scale: 1" approx. = 70 ft					
Blk. H Baze Subdivision; S. 95.8 FT. of Lot 15 & 10 X 89.5 Ft. Adj. on Gerhardt Survey		Subject Properties:		Current Zoning:	Single Family Residence (RS-1)
		Requested Zoning Change:	Side Yard Variance	Vision:	Neighborhood

N

Effective January 3, 2017



City of San Angelo, Texas – Planning Division
 52 West College Ave



Application for Variance from Zoning Regulations

Section 1: Basic Information

Name of Applicant(s): Manuel Reyes
 Owner Representative (Notarized Affidavit Required)

Mailing Address: 924 Tarver, San Angelo, TX 76903
City State Zip Code

Contact Phone Number: (325) 212-4523 Contact E-mail Address: _____

Subject Property Address and/Location: 924 Tarver, San Angelo, TX 76903
City State Zip Code

Legal Description (can be found on property tax statement or at www.tomgreencad.com)

Zoning District:
 CN CO CG CH CG/CH CBD OW ML MHS MHP PD
 RS-1 RS-2 RS-3 RM-1 RM-2 R&E

(Zoning Map available on [City Maps](#))

Section 2: Variance Request(s)

List each variance request separately:

- Zoning Ordinance section: _____
Describe variance: _____
- Zoning Ordinance section: _____
Describe variance: _____
- Zoning Ordinance section: _____
Describe variance: _____
- Zoning Ordinance section: _____
Describe variance: _____

Section 3: Variance Request Criteria

I assert that my request for variance meets all of the required criteria based on my explanation(s) below:

1. Special circumstances exist that are peculiar to the land or structure that are not applicable to other land or structures in the same zoning district and are not merely financial;
 Explanation: West side neighbor's house is on the property line. This forces me to limit my access to that side of the property because of the close proximity. At the same time this requires me to construct a firewall between my structure and

The next.

Effective January 3, 2017

<p>Section 3 continued: Variance Request Criteria</p> <p>2. These special circumstances are not the result of the actions of the applicant; Explanation: _____ _____ _____</p> <p>3. Literal interpretation and enforcement of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zoning district, and would cause an unnecessary and undue hardship; Explanation: _____ _____ _____</p> <p>4. Granting the variance is the minimum action that will make possible the use of the land or structure which is not contrary to the public interest, and would carry out the spirit of the Zoning Ordinance and substantial justice; Explanation: _____ _____ _____</p> <p>5. Granting the variance will not adversely affect adjacent land in a material way; and Explanation: _____ _____ _____</p> <p>6. Granting the variance will be generally consistent with the purposes and intent of the Zoning Ordinance. Explanation: _____ _____ _____</p>
--

Effective January 3, 2017

Section 4: Applicant(s) Acknowledgement

Please initial the following:

MR I/we understand that the Zoning Board of Adjustment (ZBA) is bound by criteria established by state law; I further understand that my request is not guaranteed to be approved and that it constitutes an exception from regulations of the City of San Angelo;

MR I/we understand that any variation(s) authorized by the ZBA will require me/us to obtain a building permit for that stated variation within twelve (12) months of the approval date by the ZBA, unless the ZBA has specifically granted a longer period;

MR I/we understand that all drawings, pictures, documents or other information used during your testimony to the ZBA must be kept in the permanent files of the Planning Division; and

MR I/we understand that any appeal of a decision made by the ZBA must be presented to a court of record with a verified petition stating that the decision of the ZBA is illegal in whole or in part and specifying the grounds of the illegality. This petition for appeal must be presented within ten (10) days after the date the decision is filed in the board's office.

I/We the undersigned acknowledge that the information provided above is true and correct.

Manuel Reyes Date: 11-30-2020
Signature of licensee or authorized representative

Manuel Reyes
Printed name of licensee or authorized representative

Name of business/Entity of representative

FOR OFFICE USE ONLY:

Reviewed/Accepted by: _____ Date: 12, 01, 20

Case No.: ZBA: _____ ZBA Hearing Date: ____/____/____

Fully-Dimensioned and scaled Site Plan: Yes No Date of Application: ____/____/____

Non-Refundable Fee: \$ _____ Receipt #: _____ Date paid: ____/____/____

Ordinance section(s) from which variance(s) is/are requested: _____

