

## APPLICATION INSTRUCTIONS TO BOARD OF ADJUSTMENTS AND APPEALS OF ZONING

1. Application form must be completed in full with a statement of hardship why the variance is requested.
2. A complete site plan is required to accompany to scale (ex. 1" = 100'), the application. The site plan must include all existing buildings, property lines, street lines, all proposed construction, measurements from all proposed and existing building to the property lines. Also measurements from the proposed construction to any other adjacent buildings or structures on adjacent lots.
3. A two-hundred and fifty dollar (\$250.00) application fee must also be submitted along with application.
4. Board meetings take place every first Wednesday of each month, application must be submitted at least three (3) weeks prior to the monthly meeting so as to be placed on the next agenda.
5. All Board of Adjustments and Appeal of Zoning decisions are final. Any appeals are to be made to District Court only.
6. Any construction approved by the Board must commence within sixty (60) days or the approval is void.

Should you have any questions on the above, please feel free to contact the Planning and Code Enforcement Department at the City of Weslaco at (956) 447-3401.



**APPLICATION FOR VARIANCE TO  
BOARD OF ADJUSTMENTS AND APPEALS OF ZONING**

**File No.** \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**PROPOSED PROJECT**

Legal Description of Property

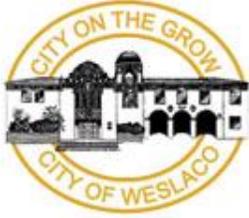
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Street Address \_\_\_\_\_

Notice is hereby given that as owner or authorized agent of the above referenced property has filed with the Board of Adjustments and Appeals on Zoning Ordinance, a request or petition for exception to the Zoning Ordinance in the following particulars:

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Said petition and request is set for a hearing by the Board of Adjustments and Appeals of Zoning at \_\_\_\_\_ o'clock A.M./PM. on the \_\_\_\_\_ day of 20 \_\_\_\_\_ at City Hall in Weslaco, Texas, at which time all interested persons may appear in person or by agent or by attorney and present any objections to the granting or denying of such petition and request.



**STATEMENT OF HARDSHIP**

Describe Hardship:

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I have been explained the procedures for the Board of Adjustments and Appeals of Zoning that it may or may not be approved. The \$250.00 dollars are not refundable, even if the applicant withdraws the request. I understand everything that has been required in this application must be satisfied before the application is processed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

◇ Owner

◇ Authorized Agent

**NOTE:** Any appeal or permit granted by the Board of Adjustments of Zoning shall not be valid if construction authorized by said permit is not begun within a period of sixty (60) days.

**OFFICE USE ONLY:**

Accepted By \_\_\_\_\_ Payment Received by \_\_\_\_\_ Date Paid \_\_\_\_\_

Presented to Board of Adjustments \_\_\_\_\_ Date Paid \_\_\_\_\_

◇ Approved

◇ Disapproved