



CITY OF LAREDO
Board of Adjustment
(Application for APPEAL - Fee: \$300.00)
 BOA - -20

Applicant _____
 (If different from Property Owner)

Property Owner _____

Address _____

Address _____

Telephone _____

Telephone _____

Cellular _____

Cellular _____

E-Mail Address _____

E-Mail Address _____

- *NOTE: If applicant is different from the owner named on the deed, the affidavit on page three of this application must be completed.**
- All owners of the above cited property must sign and date application.
 - If the owner of the property is a corporation, proof of legitimacy of signing party must be provided.

Name of designated representative **(If different from Property Owner)** _____

Address _____

Telephone _____

Cellular _____

E-Mail Address _____

Address of proposed appeal location / Location Map: _____

Present Land Use _____

Present Zoning _____

Proposed Land Use _____

Required Zoning for Proposed Use _____

Legal Description of Property:*

Information for Platted property

OR

Information for Unplatted property

Lot _____

Tract _____

Block _____

Survey _____

Subdivision _____

Abstract _____

No. of Lots _____

No. of Acres _____

*** FOR PROPERTIES NOT IN A RECORDED SUBDIVISION SUBMIT A CURRENT SURVEY AND COMPLETE METES AND BOUNDS DESCRIPTION BY A TEXAS REGISTERED PROFESSIONAL LAND SURVEYOR. (R.P.L.S.)**

The following documents must be provided with this application:

- _____ Copy of Recorded Deed
- _____ Original Tax Certificate for the City of Laredo
- _____ Deed Restrictions, Declarations, Covenants, and/or Restrictions (If Applicable)
- _____ Detailed Site Plan (Plano de Ubicacion) – See Example

I, _____ the undersigned, request that the Board of Adjustments for the City of Laredo consider the following:

An appeal of the administrative ruling of the Building Official or the Zoning Officer on the basis that

(*Note: Applicant may attach any supplemental documentation as necessary.)

The undersigned has read the above application and does hereby certify that all information contained therein is true and correct. I swear or affirm that the physical conditions described are not the result of any action of either myself or my predecessor in title.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

AFFIDAVIT

(Appointment of Representative)

THE STATE OF TEXAS

COUNTY OF WEBB

BEFORE ME, the undersigned official, on this day personally appeared _____ who is personally known to me, and first being duly sworn according to law upon his/her oath deposed and said:

“My name is _____: I am over eighteen (18) years of age and I reside at _____. I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property which is the subject of this proposed _____variance _____appeal. I have designated _____ to represent me in filing an application with the Board of Adjustment (BOA) of the City of Laredo, and to, appear on my behalf at all necessary meetings of the Board of Adjustment (BOA) with respect to this request. In relation to this, it is my understanding that as owner of the aforementioned property either I or my designated representative may appear on behalf of the proposed request. It has been explained to me and I understand that a written notice must be filed with the Planning & Zoning Department of the City of Laredo, Texas, to give notice to the City of the termination or substitution of representation in this Board of Adjustments (BOA) case.

Affiant

On _____, 20____, personally appeared _____ and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts therein are true and correct.

Notary Public, State of Texas

SITE PLAN GUIDE

Application for Board of Adjustment request for Variance / Appeal requires submission of a site plan with the application. The site plan is used by the Board of Adjustment in their decision making process. Moreover, the site plan becomes an attachment to the order of the Board of Adjustment.

An accurate site plan must be submitted or the case will be put on hold. An accurate site plan must contain the following information before it can be accepted:

- 1) The site plan shall be drawn to scale (1 in. = 20 ft.), with an arrow showing north.
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries and measurements.
- 4) Show any streets which abut the site. Street names must be included.
- 5) Show all existing and/or proposed entrances, exits, and off-street parking. (Note: Site plans for locations which will be used for commercial purposes must show required off-street parking, maneuvering space, and fencing. No head-in parking is allowed.)
- 6) Show all existing and/or proposed buildings or structures on the site, and their dimensions. (Note: Any proposed structures on the site, need to show any proposed encroachments.) (Setbacks should be drawn with dashed lines.)
- 7) Show the location and dimensions of all proposed signage.

Or, Construction plans which contain all of the above information (1-7) may be substantial for the site plan.

GUÍA DEL SITIO

Solicitud de la Junta de Ajuste de varianza / Apelación requiere la presentación de un plano del sitio con la aplicación. El plan de sitio es utilizado por la Junta de Ajuste en la toma de decisiones. Por otra parte, el plan de sitio se convierte en un anexo a la orden de la Junta de Ajuste.

Un plano del lugar exacto deberá ser presentada o el caso será puesto en espera. Un plano del lugar exacto deberá contener la siguiente información antes de que pueda ser aceptada:

- 1) El plan de sitio debe ser dibujado a escala, (1 cm = 20 pies), con una flecha que indique el norte.
- 2) Incluir la descripción legal y la dirección del sitio.
- 3) Mostrar todas las líneas de lote y / o límites y medidas.
- 4) Mostrar las calles que colindan con el sitio. Nombres de las calles deben ser incluidos.
- 5) Mostrar todas las existentes y / o entradas propuestas, existe, y fuera de la calle. (Nota: Planes para lugares que serán utilizados para fines comerciales deben mostrar requerido fuera de la calle, el espacio de maniobra, y el cercado del sitio n de cabeza en el estacionamiento está permitido)
- 6) Mostrar todas las existentes y / o edificios propuestos o estructuras en el sitio, y sus dimensiones. (Nota: Las estructuras propuestas en el sitio, es necesario mostrar las usurpaciones propuestos) (retraso debe ser dibujado con líneas de puntos.)
- 7) Ubicación y dimensiones de toda la señalización propuesta.

O bien, los planes de construcción que contienen toda la información anterior (1-7) pueden ser sustanciales para el plan de sitio.