



Lubbock Planning Department
PO Box 2000 / 1314 Avenue K
Lubbock, TX 79457

APPLICATION FOR ZONING BOARD OF ADJUSTMENT

Request Information

Variance (*answer questions on reverse of application*) ☐ Special Exception ☐ Appeal ☐

Location or Address: _____

Lots/Tracts: _____

Survey & Abstract: _____

Existing Land Use: _____ Existing Zoning: _____

Type of Request: _____

Representative/Agent Information (if different from owner)

Firm Name: _____

Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Applicant's Signature: _____

Date: _____ Printed Name: _____

Owner Information

Firm Name: _____

Owner: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Property Owner's Signature: _____

Date: _____ Printed Name: _____

For City Use Only

ZBA Case No: _____ ZBA Meeting Date: _____

Type of Request: _____

Lots: _____ Blocks: _____

Addition: _____

Address: _____

If you have any questions pertaining to the Zoning Board of Adjustment process, please contact the City of Lubbock Planning Department by phone at (806) 775 - 2108 or by e-mail at cityplanning@mylubbock.us.

Local Government Code (LGC) Sec. 211.009. AUTHORITY OF BOARD.

- a) The board of adjustment may:
 - 1) hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this subchapter or an ordinance adopted under this subchapter;
 - 2) hear and decide special exceptions to the terms of a zoning ordinance when the ordinance requires the board to do so;
 - 3) *authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done; and*
 - 4) hear and decide other matters authorized by an ordinance adopted under this subchapter.
- b) In exercising its authority under Subsection (a)(1), the board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the board has the same authority as the administrative official.
- c) The concurring vote of 75 percent of the members of the board is necessary to:
 - 1) reverse an order, requirement, decision, or determination of an administrative official;
 - 2) decide in favor of an applicant on a matter on which the board is required to pass under a zoning ordinance; or
 - 3) authorize a variation from the terms of a zoning ordinance.

Please answer the following questions, and provide detailed explanations. (For variances only, please see LGC §211.009.a.3 above for Board's authorization authority requirements)

1. *What is the hardship, and is it common to a larger area, such as a neighborhood?*

2. *Is the hardship expressed self-imposed or self-created?*

3. *Is the hardship expressed purely financial?*

4. *Would the variance grant special advantage to the property not also available to other properties?*

5. *Would the variance result in allowing a change of use of the property not otherwise permitted?*
