CITY OF BURKBURNETT

ADMINISTRATIVE APPEAL APPLICATION

OFFICE USE:

CASE NO. _____

REC. NO. _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____ _____ _____ _____
LOT(S) BLOCK SECTION SUBDIVISION

ZONING DISTRICT: _____ PRESENT USE: _____

Appeals

Appeals to the Board of Adjustment may be taken by any person aggrieved, or by any officer, department, or board of the City affected by the administrative decision of the Building Official or other officials having responsibilities for the administration or implementation of the Zoning and Comprehensive Subdivision Ordinance.

Submission of Appeals

All appeals shall be submitted within sixty (60) days after the decision is made upon which the appeal is based, by filing a Notice of Appeal, specifying the grounds upon which the appeal is based along with a $69.59 filing fee. The burden of proof shall rest with the appellant to establish the necessary facts to warrant favorable action by the Board. The Zoning Board of Adjustments shall decide the appeal within four (4) weeks after the written notice of appeal was received.

Reason for appeal:

_____

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I hereby certify that all information contained herein is true and correct, and that all submission requirements have been met.

_____ _____
APPLICANT'S SIGNATURE DATE

APPLICANT'S NAME: _____ PHONE: _____

ADDRESS: _____

OFFICE USE

This application for an Administrative Appeal is hereby:

Approved [ ] Disapproved [ ] Conditionally Approved [ ]

based on the Board of Adjustment's action on _____.
(DATE)

_____ _____
DIRECTOR OF DEVELOPMENT SERVICES DATE

INSTRUCTIONS FOR ADMINISTRATIVE APPEAL

SUBMISSION REQUIREMENTS:

Submit completed application at least 21 days prior to the Board of Adjustment meeting date along with the prescribed fee of $69.59.

The Board of Adjustment meets the _____ in the Council Chambers, City Hall, 501 Sheppard Road, Burkburnett, Texas 76354.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE DEVELOPMENT SERVICES DEPARTMENT
(940) 569-2263