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# CITY OF GRAPEVINE

## BUILDING BOARD OF APPEALS APPLICATION

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### **SUMMARY OF BUILDING BOARD OF APPEALS APPLICATION REQUIREMENTS**

#### **APPLICATION REVIEW REQUIREMENTS**

- A. MEET WITH DEVELOPMENT SERVICES STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST.
- B. COMPLETED APPLICATION.
- C. ADDRESS, LOT, BLOCK AND SUBDIVISION OF SUBJECT PROPERTY.
- D. DETAILED DIAGRAM OF SITE/PLOT PLAN DRAWN TO SCALE AND DIMENSIONED WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE.
- E. FOR VARIANCE REQUEST REGARDING FENCES: PROVIDE ELEVATION DRAWINGS OF FENCE SHOWING WHAT THE FENCE WILL LOOK LIKE, SHOW HEIGHT AND WIDTH OF FENCE PANELS ALONG WITH OVERALL HEIGHT AND LENGTH OF FENCE SECTIONS, INCLUDING ANY MASONRY COLUMNS.
- F. PLANS SHALL BE NO LARGER THAN 11" X 17". **28** COPIES OF LARGER PLANS MUST BE SUBMITTED.
- G. A FLASH DRIVE WITH ALL FILES IN PDF FORMAT AT TIME OF SUBMITTAL.

**THE APPLICATION MUST BE COMPLETED AND MEET ALL GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A VARIANCE REQUEST CAN BE SCHEDULED FOR A PUBLIC HEARING**

#### **DELIVERY ADDRESS:**

DEVELOPMENT SERVICES DEPARTMENT  
BUILDING INSPECTION  
200 SOUTH MAIN STREET  
GRAPEVINE, TX 76051

**DIRECT QUESTIONS TO DEVELOPMENT SERVICES STAFF AT (817) 410-3158**

# CITY OF GRAPEVINE BUILDING BOARD OF APPEALS APPLICATION

**1. APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**2. PROPERTY OWNER(S):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**3. LEGAL DESCRIPTION (SUBJECT PROPERTY):**

STREET ADDRESS, LOT, BLOCK AND SUBDIVISION NAME OF THE SUBJECT PROPERTY:  
**(Please attach Survey of the Subject Property)**

ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUB-DIVISION: \_\_\_\_\_

**4. SPECIFIC NATURE OF APPEAL: [IF NECESSARY USE A SEPARATE SHEET]**

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5. STATE JUSTIFICATION FOR THE APPEAL AND EXPLAIN HOW A HARDSHIP WOULD BE CREATED IF THE APPEAL IS NOT GRANTED. EXPLAIN HOW YOUR SITUATION IS PECULIAR TO THE CIRCUMSTANCES CONTEMPLATED BY THE ORDINANCE AND ATTACH DRAWINGS NECESSARY TO HELP EXPLAIN THE CASE TO THE BOARD. (YOU DO NOT NEED TO ATTACH THE SAME DRAWINGS AS ATTACHED TO YOUR APPLICATION FOR A BUILDING PERMIT AS THE BUILDING OFFICIAL WILL PROVIDE THE BOARD WITH THOSE RECORDS).

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**APPLICANTS ARE REQUESTED TO ATTEND MEETING**

APPLICANT (PRINT) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

OWNER (PRINT) \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_

# BUILDING BOARD OF APPEALS MEETING PROCEDURES

**10 DAYS PRIOR TO PUBLIC HEARING:** APPLICANT AND PROPERTY OWNERS WITHIN 200 FEET WILL BE MAILED A NOTIFICATION OF THE REQUEST.

**APPROXIMATELY ONE WEEK PRIOR TO THE PUBLIC HEARING:** APPLICANT AND PROPERTY OWNER WILL RECEIVE AN AGENDA PACKET IN THE MAIL. (If packet is NOT received by the Friday prior to the Public Hearing please call our office, you can come into our office for a replacement copy and EXTRA copies are always available at the Public Hearing).

**WHERE IS THE PUBLIC HEARING LOCATED:**

City Hall, 200 S. Main Street, 2<sup>nd</sup> Floor Council Chambers. Public Hearing is scheduled to start at 6:15.

**WHAT TO EXPECT AT THE BRIEFING SESSION:**

- This is a public meeting, but NOT a Public Hearing: public and applicants may attend, but may not participate unless asked a specific question for clarification.
  - Building Official will present the case. Board members may ask Building Official questions.

**WHAT TO EXPECT AT THE PUBLIC HEARING:**

- Call to order
- New Business
  - Chairman will open Public Hearing
  - Building Official will present the case. Board members may ask Building Official questions.
  - Applicant will give presentation; Board may ask applicant questions.
  - Any other interested party may speak and be questioned.
  - Chairman closes Public Hearing.
  - Board will deliberate.
  - Motion to find (or not find) a Special Condition.
  - If the Board finds no Special Condition, the case is automatically denied.
  - If the Board finds a Special Condition exist, a motion is made to approve the case.
  - Vote is made.
  - Consideration of the previous meeting minutes.
  - Meeting Adjourned.

**2021**  
**CITY OF GRAPEVINE**  
**BUILDING BOARD OF APPEALS**  
**MEETING AGENDA SCHEDULE**

<b>MEETING DATES</b>	<b>FILING DEADLINE</b> First Monday of the month
January 11, 2021	December 19, 2020
February 8, 2021	January 11, 2021
March 8, 2021	February 8, 2021
April 12, 2021	March 8, 2021
May 10, 2021	April 12, 2021
June 14, 2021	May 10, 2021
July 19, 2021 <small>3rd Monday, BZA on 12<sup>th</sup> due to Holiday on 5th</small>	June 14, 2021
August 9, 2021	July 13, 2021
September 20, 2021 <small>3rd Monday, BZA on 13<sup>th</sup> due to Holiday on 6th</small>	August 9, 2021
October 11, 2021	September 13, 2021
November 8, 2021	October 11, 2021
December 13, 2021	November 8, 2021
January 10, 2022	December 13, 2021

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE  
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.  
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION  
MAY BE RESCHEDULED TO A LATER DATE.**