CITY OF BURKBURNETT ADMINISTRATIVE APPEAL APPLICATION

OFFICE USE:

CASE NO._____

FEE PAID_____

PROPERTY ADDRESS:				
LEGAL DESCRIPTION:_ L				SUBDIVISION
ZONING DISTRICT: PRESENT USE: _				

<u>Appeals</u>

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 fifteen (15) days time after the decision is made upon which the appeal is based, by filing with the Director of Administration a Notice of Appeal, specifying the grounds upon which the appeal is based along with a \$50.00 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: _____

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

APPLICANTS SIGNATURE	DATE	
APPLICANTS NAME:		
ADDRESS:		
ZIP:	PHONE:	
OFFICE USE		
This application for an Administrative	Appeal is hereby:	
Approved [] Disapproved []		
based on the Board of Adjustment's ac	ction on DATE	
DIRECTOR OF ADMINISTRATION	DATE	
INSTRUCTIONS FOR /	ADMINISTRATIVE APPEAL	
SUBMISSION REQUIREMENTS:	Submit completed application.	
PROCEDURE FEE:	Administrative Appeal = \$50.00	
Adjustment meeting date along Adjustment meets the	least 21 days prior to the Board of with the prescribed fee. The Board of in the Sheppard Road, Burkburnett, Texas 76354.	

A staff report on this application will be mailed to the applicant at least 10 days prior to the Board of Adjustment meeting date.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE PLANNING DIVISION AT (940) 569-2263