



CITY OF GRAPEVINE

BUILDING BOARD OF APPEALS APPLICATION

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]

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, 2nd 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.