



City of *Sweetwater*  
P. O. BOX 450 • 200 EAST FOURTH STREET  
SWEETWATER, TEXAS 79556 • (325) 236-6313

**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

200 E. Fourth Street, Sweetwater, TX 79556  
Phone: (325) 236-6313 [www.sweetwatertx.gov](http://www.sweetwatertx.gov)

**APPLICATION FOR BOARD OF ADJUSTMENT**

Please note that this checklist is intended to applicants in the preparation of submittals for staff review and are generally what is needed to facilitate the review of the Board of Adjustment application. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information will result in application not being processed. Under special circumstances, additional items may be required by city staff for application review.

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property for Board of Adjustment Request:

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Applicant is the

- Owner  
 Lessee of property  
 Other aggrieved party

Current Zoning of Property: \_\_\_\_\_

Type of Action Requested

- Variance  
 Special exception  
 Appeal from administrative determination

**VARIANCE**

1. Explain how application of current the zoning ordinances create an unnecessary hardship.
  
  
  
  
  
  
  
  
  
  
2. Explain how such circumstances are unique to the subject property and not shared by other properties within the city.

**SPECIAL EXCEPTION**

Indicate the special exception(s) to city code you are applying for as authorized in the Sweetwater Zoning Ordinance:

---

---

---

**ADMINISTRATIVE APPEAL**

An appeal may lie where it is alleged there is an error in any order, requirement, decision, or determination made by the administrative official in the interpretation or enforcement of the Sweetwater Zoning Ordinance, or to the extent such appeals are provided in any other city ordinance or regulation.

1. Give the name and position of the administrative officer from who you are appealing:
  
  
  
  
  
  
  
  
  
  
2. Cite specifically the city ordinance or regulation that you believe has been misapplied or misinterpreted by the administrative officer:
  
  
  
  
  
  
  
  
  
  
3. Explain how the officer's order, requirement, decision, or determination pertaining to the cited ordinance or regulation is wrong (attach additional sheets as necessary):

**Application Fee:**                    \_\_\_\_\$200.00

In order that your application can be heard and considered at the next available Board of Adjustments meeting, you must submit this completed application and all other information to include filling fee to the Planning and Development Services Department for processing. Due to public notice requirements, city staff will advise you of the earliest date available for consideration of your application by the Board of Adjustments. The Board of Adjustment regularly meets the 3<sup>rd</sup> Tuesday of each month.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## BOARD OF ADJUSTMENT INFORMATION SHEET

Citizens may request a hearing of the Board of Adjustment to request relief from City of Sweetwater Zoning Ordinance regulatory provisions. Board of Adjustment application requests are provided for by City of Sweetwater Code of Ordinances, Chapter, Appendix A: Zoning Ordinance, Section 13: Board of Adjustment.

### STEPS TO FOLLOW REQUESTING BOARD OF ADJUSTMENT HEARING, INCLUDING FEES INVOLVED, ARE AS FOLLOWS:

1. Submit completed "Building Application", depicting proposed construction.
2. \$200.00 BOA Application Fee paid in advance to the Planning and Development Services Department prior to BOA Hearing date, which covers publication cost, current U.S. postal rates for certified letters sent to property owners located in the vicinity of the request.
3. Notice of BOA Hearing is publicized in the Sweetwater Reporter **not less than 10 days prior to the public hearing date.**
4. Certified letters are sent to all property owners within a 300-foot radius of subject property.
5. At the Board of Adjustment hearing, property owner and surrounding owners are invited to voice public opinion, reference variance request.
6. Upon consideration of application, Board of Adjustment will approve, deny, or table item for additional information.
7. If Board of Adjustment request is granted, requester will visit the Planning and Development Services Department, to pay for the cost of the building permit.
8. Once the building permit is approved and issued, construction may begin.
9. Letter of Confirmation of approved Board of Adjustment request is mailed to requester for filing.

The Board of Adjustment application process usually requires 4-6 weeks. If further explanation is necessary, please feel free to contact our office at the telephone number at (325) 236-6313.

REVISED 01/29/21

---

*We lead with trust and respect to provide a vibrant, secure community for all.*

**PROFESSIONALISM INTEGRITY CONTINUOUS IMPROVEMENT TEAMWORK**