



4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS 75205  
 Telephone 214-521-4161

MAYOR  
*Margo Goodwin*  
 --  
 MAYOR PRO TEM  
*John McKnight*  
 --  
 COUNCIL MEMBERS  
*David L. Dowler*  
*Eric Gambrell*  
*Jimmy Grisham*  
*Craig Penfold*  
 --  
 TOWN ATTORNEY  
*Matthew C.G. Boyle*  
 --  
 TOWN JUDGE  
*Albert D. Hammack*  
 --  
 LOCAL HEALTH AUTHORITY  
*Michael L. McCullough, M.D.*

TOWN ADMINISTRATOR  
*Bill Lindley*  
 --  
 DIRECTOR OF PUBLIC SAFETY  
*Rick Pyle*  
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 DIRECTOR OF ADMINISTRATIVE SERVICES  
 &  
 CHIEF FINANCIAL OFFICER  
*Steven J. Alexander, CPA*  
 --  
 DIRECTOR OF TOWN SERVICES  
*Kathleen G. Stewart*  
 --  
 DIRECTOR OF ENGINEERING  
*Lori Chapin, P.E.*  
 --  
 TOWN SECRETARY  
*Gayle Kirby*

**BOARD OF ADJUSTMENT (“BOA”) / PLANNING REVIEW BOARD**  
**2020 FILING AND PROCESS SCHEDULE**

All BOA meetings will begin at 8:30 a.m., unless otherwise noted.

**Location:**  
**Town Council Chamber, Town Hall**  
**4700 Drexel Drive**  
**Highland Park, TX 75205**

The application (Appeal to the Board of Adjustment), attachments, and fee must be turned in on or before the application deadline. A filing fee of \$200.00 is required.

Application Deadline	Newspaper Deadline*	Publication Date*	Agenda Posting Deadline	Meeting Date
Dec 6, 2019	Dec 13, 2019	Dec 19, 2019	Jan 10, 2020	Jan 15, 2020
Jan 3, 2020	Jan 17, 2020	Jan 23, 2020	Feb 7, 2020	Feb 12, 2020
Jan 31, 2020	Feb 14, 2020	Feb 20, 2020	Mar 6, 2020	Mar 11, 2020
Mar 6, 2020	Mar 20, 2020	Mar 26, 2020	Apr 10, 2020	Apr 15, 2020
Apr 3, 2020	Apr 17, 2020	Apr 23, 2020	May 8, 2020	May 13, 2020
May 1, 2020	May 15, 2020	May 21, 2020	June 5, 2020	June 10, 2020
Jun 5, 2020	June 19, 2020	June 25, 2020	July 10, 2020	July 15, 2020
Jul 3, 2020	July 17, 2020	July 23, 2020	Aug 7, 2020	Aug 12, 2020
Aug 7, 2020	Aug 20, 2020	Aug 27, 2020	Sep 11, 2020	Sep 16, 2020
Sep 4, 2020	Sep 18, 2020	Sep 24, 2020	Oct 9, 2020	Oct 14, 2020
Oct 2, 2020	Oct 16, 2020	Oct 22, 2020	Nov 6, 2020	Nov 11, 2020
Nov 6, 2020	Nov 13, 2020	Nov 19, 2020	Dec 11, 2020	Dec 16, 2020
Dec 4, 2020	Dec 11, 2020	Dec 17, 2020	Jan 8, 2021	Jan 13, 2021

\* *The Park Cities News*, published on Thursdays, is the official newspaper of the Town of Highland Park. In order to comply with newspaper deadlines, (the Friday before publication) and statutory notice requirements, the application deadline may be up to twenty (20) days prior to publication.

Note: Agendas are posted on the official bulletin board at the Department of Public Safety Dispatch Office, 4700 Drexel Drive, at the St. Johns Drive Library Entrance, and on the Town’s website 72 hours prior to meeting.

**APPEAL TO THE BOARD OF ADJUSTMENT  
TOWN OF HIGHLAND PARK**

(Please Type or Print)

ADDRESS \_\_\_\_\_ Owner's Name \_\_\_\_\_

LEGAL DESCRIPTION: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**1. Request:**

**2. Jurisdiction:** [Applicant has reviewed Section 17-200 a,b, and c of the Highland Park Zoning Ordinance (copy attached) and is of the opinion that the Board of Adjustment has jurisdiction for the following reason(s)]

Additional information submitted by applicant \_\_\_\_\_

Fee Paid \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**3. Signature of Owner** \_\_\_\_\_

(To be completed by Building Inspection Department)

Reason for denial: \_\_\_\_\_  
Explanation: \_\_\_\_\_ Section \_\_\_\_\_

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

**HIGHLAND PARK ZONING ORDINANCE  
BOARD OF ADJUSTMENT**

**17-200 JURISDICTION**

When in its judgement, the public convenience and welfare will be substantially served and the appropriate use of the neighboring property will not be substantially or permanently injured, the Board of Adjustment may, in specific cases, after public notice and public hearing, and subject to appropriate conditions and safeguards authorize the following special exceptions to the regulations herein established.

- a. Permit the reconstruction, extension or enlargement of a building occupied by nonconforming use on the lot or tract occupied by such building provided such reconstruction does not prevent the return of such property to a conforming use.
- b. Permit such modifications of the height, yard, fence location and fence height, coverage, easement obstruction regulations and parking regulations as may be necessary to secure appropriate development of a parcel of land which differs from other parcels in the district by being of such restricted areas, shape, or slope that it cannot be appropriately developed without such modification,
- c. Require the discontinuance of nonconforming uses of land or structure under any plan whereby the full value of the structure and facilities can be amortized within a definite period of time, taking into consideration the general character of the neighborhood and the necessity of all property to conform to the regulations of this Ordinance. All actions to discontinue a nonconforming use of land or structure shall be taken with due regard for the property of the public welfare and the character of the area conservation and preservation of property. The Board shall from time to time on its own motion or upon cause presented by interested property owners inquire into the existence, continuation or maintenance of any nonconforming use within the Town of Highland Park.

THE TOWN OF  
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**Department of Building Inspection**

Items required to apply for an appeal to the Board of Adjustment:

- Pre-Application meeting with Department Staff to review plan submittal requirements;
- Application for Building Permit and related plans;
- Application for Board of Adjustment (BOA) completed and signed by *Property Owner*. (For **Jurisdiction**: described the hardship of the property/building site, how it differs from other properties in its zoning district and why it cannot be appropriately developed without such a variance as being requested. If necessary, then please utilize additional page(s) in letter form and address the letter to the attention of the “Members of the Board of Adjustment”);
- BOA Application fee (\$200.00);
- Two (2) copies of plans (11"X17"max);
- One (1) copy of plans to scale (24"x36"max);
- Plans to include site plan (w/existing & required setbacks shown), floor plans, exterior elevations all with dimensions;
- Copy of site survey with R.P.L.S. seal.

All of the above items must be presented to the Building Department at one time to begin the process of appeal.

Should you have any questions please call our office Monday through Friday 7:30AM-4:30PM, (214)521-4161.

Sincerely,



Kirk Smith

Assistant Director of Town Services

[ksmith@hptx.org](mailto:ksmith@hptx.org)

TOWN OF HIGHLAND PARK

# B \_\_\_\_\_

Receipt No. \_\_\_\_\_

Bldg. Permit No. \_\_\_\_\_

DEPARTMENT OF BUILDING INSPECTION

Date \_\_\_\_\_

Application for Building Permit and Certificate of Occupancy

\$ \_\_\_\_\_

Permit Fee

The undersigned hereby applies for a permit to build according to the submitted plans and specifications, a copy of which must be kept on the premises at all times during construction, and also agrees to complete this work in full conformity with the Ordinances of the Town of Highland Park and further applies for a Certificate of Occupancy and Compliance.

This permit becomes void unless the work is commenced within ninety (90) days from this date or if the work is abandoned or suspended, at any time after work is commenced, for a period of ninety (90) days.

OWNER: \_\_\_\_\_ Address: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ADDITION: \_\_\_\_\_

JOB SITE: Number \_\_\_\_\_ Street: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----To Be Completed by Building Department-----

Permit Template:

- |                                     |                                      |   |   |                                      |  |                                     |                                    |
|-------------------------------------|--------------------------------------|---|---|--------------------------------------|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Accy-Non-C | <input type="checkbox"/> Accy New    | <input type="checkbox"/> Add (addition) | <input type="checkbox"/> Backflow (test)  | <input type="checkbox"/> Bpermit     | <input type="checkbox"/> Commercial    | <input type="checkbox"/> Conc-Alley | <input type="checkbox"/> Conc-Prvt |
| <input type="checkbox"/> Conc-Pub   | <input type="checkbox"/> Drainage    | <input type="checkbox"/> Fence          | <input type="checkbox"/> Fire (sprinkler) | <input type="checkbox"/> HVAC        | <input type="checkbox"/> Irrig         | <input type="checkbox"/> New        | <input type="checkbox"/> Pool-Rmdl |
| <input type="checkbox"/> Pool-New   | <input type="checkbox"/> Raze-Accy   | <input type="checkbox"/> Raze-Dupl      | <input type="checkbox"/> Raze-Multi       | <input type="checkbox"/> Raze-Single | <input type="checkbox"/> Rem (remodel) | <input type="checkbox"/> Repairs    | <input type="checkbox"/> Reroof    |
| <input type="checkbox"/> Sign       | <input type="checkbox"/> Sport Court | <input type="checkbox"/> Tearout        | <input type="checkbox"/> Tent             | <input type="checkbox"/> (other):    |  |                                     |                                    |

- NOTE:
- No change in the plans & specifications herewith presented for the construction or location of this building shall be made w/out the consent of the Building Inspector.
  - I, or we, hereby covenant to restore any and all damages to the Town sidewalks, streets, alleys, water mains, etc., which may result from this work..
  - At the beginning of work under this permit the Owner or Contractor must place in a conspicuous place in front of the premises a sign that will be furnished by the Department of Building Inspection stating that a Building Permit has been issued for this work.
  - No projection of any kind which may be beyond the street or alley or easement line is included or authorized in the permit under this application.
  - The Town of Highland Park zoning ordinance prohibits the display of business signs in residentially zoned districts.
  - Construction fences are not allowed in the required front yard.

SQ. FOOTAGE OF NEW CONSTRUCTION: \_\_\_\_\_

Contractor's Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Building Inspector