

MAYOR
Margo Goodwin

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MAYOR PRO TEM
David Dowler

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TOWN ADMINISTRATOR
Bill Lindley

THE TOWN OF



TOWN COUNCIL MEMBERS

Marc Myers
Lydia Novakov
Don Snell
Leland White

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

BOARD OF ADJUSTMENT (“BOA”) / PLANNING REVIEW BOARD
2022 FILING AND PROCESS SCHEDULE

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

Location:

Town Council Chambers, Town Hall (or Virtual Meeting due to pandemic; see agenda)
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 3, 2021	Dec 29, 2021	Dec 31, 2021	Jan 7, 2022	Jan 12, 2022
Jan 7, 2022	Jan 26, 2022	Jan 28, 2022	Feb 5, 2022	Feb 9, 2022
Feb 4, 2022	Feb 12, 2022	Feb 25, 2022	Mar 4, 2022	Mar 9, 2022
Mar 4, 2022	Mar 30, 2022	Apr 1, 2022	Apr 8, 2022	Apr 13, 2022
Apr 1, 2022	Apr 27, 2022	Apr 29, 2022	May 6, 2022	May 11, 2022
May 6, 2022	May 25, 2022	May 27, 2022	June 3, 2021	June 8, 2022
Jun 3, 2022	June 29, 2022	July 1, 2022	July 8, 2022	July 13, 2022
Jul 1, 2022	July 27, 2022	July 29, 2022	Aug 5, 2022	Aug 10, 2022
Aug 5, 2022	Aug 31, 2022	Sep 2, 2022	Sep 9, 2022	Sep 14, 2022
Sep 2, 2022	Sep 28, 2022	Sep 30, 2022	Oct 7, 2022	Oct 12, 2022
Oct 7, 2022	Oct 26, 2022	Oct 28, 2022	Nov 5, 2021	Nov 9, 2022
Nov 4, 2022	Nov 30, 2022	Dec 2, 2022	Dec 9, 2022	Dec 14, 2022
Dec 2, 2022	Dec 28, 2022	Dec 30, 2022	Jan 6, 2022	Jan 11, 2023

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.

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

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,

Hugh Pender
Director of Development Services
hpender@hptx.org

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Department of Building Inspection

While nothing can guarantee that your project will be approved, the following tips may help facilitate the Board of Adjustment public hearing process:

- Contact the adjacent neighbors (within a min. 200 ft from your property) during conceptual design to receive feedback, interests, or concerns for the proposed project.
- Prior to the required city notification of the submitted application, invite the adjacent neighbors to comment on the design.
- Provide city contact information to all neighbors so that they may comment publicly about the project.
- Provide clean, detailed and legible plan documents for review.
- Provide an artistic rendering of the proposed structure.

**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