



CITY OF
BEDFORD

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VARIANCE APPLICATION

FOR THE
ZONING BOARD OF ADJUSTMENT

www.bedfordtx.gov

March 2012

City of Bedford Variance Submittal Requirements

State law requires that the Zoning Board of Adjustment (ZBA) make its decisions from findings presented in the Public Hearing. The only way for this to occur is for you to present the evidence by your testimony in the Public Hearing or by submitting it with your application. Please be as thorough as you can be.

Conditions Governing Applications; Procedures-

Section 6.5 of the Bedford Zoning Ordinance states the following regarding Variances:

The ZBA is empowered to authorize upon appeal in specific cases such variances from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the Zoning Ordinance would result in unnecessary hardship. A Variance from the terms of the Zoning Ordinance shall not be granted by the Bedford Zoning Board of Adjustment unless and until:

A written application for a Variance is submitted demonstrating:

- (1) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same district.
- (2) That literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Zoning Ordinance.
- (3) That the special conditions and circumstances did not result from the actions of the applicant.
- (4) That granting the Variance requested will not confer on the applicant any special privilege that is denied by the Zoning Ordinance to other lands, structures, or buildings in the same district.

The Bedford Zoning Board of Adjustment (ZBA) meets at 5:30 P.M. for a work session and at 6:00 P.M. for the regularly scheduled meeting on the third (3rd) Monday of each month.

ZBA Agendas are available at www.bedfordtx.gov, or you may contact the Development Services office at (817-952-2105) for a calendar of scheduled meetings or to confirm dates and time of meeting.

You and/or your representative need to attend the meeting to present your request for a Variance and to answer any questions that may arise.

It is crucial that a representative for this case be present at all ZBA meetings when this case is being considered.

City of Bedford Variance Submittal Requirements (cont'd)

The following materials must be submitted to Development Services, City of Bedford, 2000 Forest Ridge Drive, Building B, Bedford, Texas 76021 **twenty five (25) days prior** to the (ZBA) meeting:

1. A **completed Variance application**.
2. A **Site/Plot Plan** drawing showing the Variance. (20 copies of plans shall be submitted if on sheets 36x24 folded to size 8 ½x11)
3. One 11x17 **reproducible copy** of each submitted exhibit.
4. Application **fee** of \$100.00. (*The Non-refundable payment may be made using cash, Visa, MasterCard or check made out to the City of Bedford.*)

Agendas and staff review comments are available prior to the ZBA meeting. And will be faxed to applicant upon request. Call the Development Services office at 817-952-2105 to request copies of the comments.

Failure to pay the required application fee or provide the information, drawings, or attachments in the form as requested shall be deemed an incomplete application and shall not be placed on the agenda for consideration until all information, fees, drawings, or attachments are deemed to be complete. Failure to provide any necessary revised material by the deadline indicated below may delay the consideration of the application.