

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



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

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

**BOARD OF ADJUSTMENT (“BOA”) / PLANNING REVIEW BOARD**  
**2019 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.

<b>Application Deadline</b>	<b>Newspaper Deadline*</b>	<b>Publication Date*</b>	<b>Agenda Posting Deadline</b>	<b>Meeting Date</b>
Nov 16, 2018	Dec 7, 2018	Dec 13, 2018	Jan 11, 2019	Jan 16, 2019
Jan 4, 2019	Jan 18, 2019	Jan 24, 2019	Feb 8, 2019	Feb 13, 2019
Feb 1, 2019	Feb 15, 2019	Feb 21, 2019	Mar 8, 2019	Mar 13, 2019
Mar 1, 2019	Mar 15, 2019	Mar 21, 2019	Apr 5, 2019	Apr 10, 2019
Apr 5, 2019	Apr 19, 2019	Apr 25, 2019	May 10, 2019	May 15, 2019
May 3, 2019	May 17, 2019	May 23, 2019	June 7, 2019	June 12, 2019
May 31, 2019	June 14, 2019	June 20, 2019	July 5, 2019	July 10, 2019
July 5, 2019	July 19, 2019	July 25, 2019	Aug 9, 2019	Aug 14, 2019
Aug 2, 2019	Aug 16, 2019	Aug 22, 2019	Sep 6, 2019	Sep 11, 2019
Sep 6, 2019	Sep 20, 2019	Sep 26, 2019	Oct 11, 2019	Oct 16, 2019
Oct 4, 2019	Oct 18, 2019	Oct 24, 2019	Nov 8, 2019	Nov 13, 2019
Nov 1, 2019	Nov 15, 2019	Nov 21, 2019	Dec 6, 2019	Dec 11, 2019
Dec 6, 2019	Dec 13, 2019	Dec 19, 2019	Jan 10, 2020	Jan 15, 2020

\* *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  
*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,



Kirk Smith

Development Services Manager

[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.

ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

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

Address \_\_\_\_\_

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

Zip \_\_\_\_\_

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

Phone \_\_\_\_\_

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