

MAYOR  
*William C. Beecherl*

MAYOR PRO TEM  
*Craig Penfold*

TOWN ADMINISTRATOR  
*Bill Lindley*



TOWN COUNCIL  
MEMBERS

*Marc Myers*

*Lydia Novakov*

*Don Snell*

*Leland White*

## **BOARD OF ADJUSTMENT (“BOA”) / PLANNING REVIEW BOARD** **2023 FILING AND PROCESS SCHEDULE**

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

**Location:**

**Town Council Chambers, 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>Meeting Date</b>
Dec 2, 2022	Jan 11, 2023
Jan 6, 2023	Feb 8, 2023
Feb 3, 2023	Mar 8, 2023
Mar 3, 2023	Apr 12, 2023
Apr 7, 2023	May 10, 2023
May 5, 2023	June 14, 2023
Jun 2, 2023	July 12, 2023
Jul 7, 2023	Aug 9, 2023
Aug 4, 2023	Sep 13, 2023
Sep 1, 2023	Oct 11, 2023
Oct 6, 2023	Nov 8, 2023
Nov 3, 2023	Dec 13, 2023
Dec 1, 2023	Jan 10, 2024

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](mailto: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