

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



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

TOWN ADMINISTRATOR
Bill Lindley
 --
 DIRECTOR OF PUBLIC SAFETY
Paul Sandman
 --
 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
Joanna Mekeal

BOARD OF ADJUSTMENT (“BOA”) / PLANNING REVIEW BOARD
2021 FILING AND PROCESS SCHEDULE

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

Location:
Town Council Chamber, 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 4, 2020	Dec 11, 2020	Dec 17, 2020	Jan 8, 2021	Jan 13, 2021
Jan 1, 2021	Jan 15, 2021	Jan 21, 2021	Feb 5, 2021	Feb 10, 2021
Jan 29, 2021	Feb 12, 2021	Feb 18, 2021	Mar 5, 2021	Mar 10, 2021
Mar 5, 2021	Mar 19, 2021	Mar 25, 2021	Apr 9, 2021	Apr 14, 2021
Apr 2, 2021	Apr 16, 2021	Apr 22, 2021	May 7, 2021	May 12, 2021
Apr 30, 2021	May 14, 2021	May 20, 2021	June 4, 2021	June 9, 2021
Jun 4, 2021	June 18, 2021	June 24, 2021	July 9, 2021	July 14, 2021
Jul 2, 2021	July 16, 2021	July 22, 2021	Aug 6, 2021	Aug 11, 2021
Aug 6, 2021	Aug 20, 2021	Aug 26, 2021	Sep 10, 2021	Sep 15, 2021
Sep 3, 2021	Sep 17, 2021	Sep 23, 2021	Oct 8, 2021	Oct 13, 2021
Oct 1, 2021	Oct 15, 2021	Oct 21, 2021	Nov 5, 2021	Nov 10, 2021
Nov 5, 2021	Nov 19, 2021	Nov 25, 2021	Dec 10, 2021	Dec 15, 2021
Dec 3, 2021	Dec 17, 2021	Dec 23, 2021	Jan 7, 2022	Jan 12, 2022

* *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

Assistant Director of Town Services

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:
1. 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.
 2. 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..
 3. 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.
 4. 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.
 5. The Town of Highland Park zoning ordinance prohibits the display of business signs in residentially zoned districts.
 6. 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