



# Board of Adjustment Application

7660 Woodway Dr, Suite 460 Houston, Texas 77063, Phone: (713) 782-1757

[bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org)

Date: \_\_\_\_\_ Homeowners Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Applicants Name: \_\_\_\_\_

Homeowners name: \_\_\_\_\_ Applicants Phone: \_\_\_\_\_

Homeowners Phone: \_\_\_\_\_ Applicants Email(s): \_\_\_\_\_

**Note: Submittal will not be accepted unless all items in the checklist have been completed.**

## Board of Adjustment Application Checklist

Type of Application	Description	Application Form
<b>Meeting with the City</b>	A pre-application meeting with the city staff is required prior to submitting this application. During this meeting, staff will review your eligibility to appear before the Board of Adjustment, explain all application requirements, and provide applicable deadlines and scheduling information.	<input type="checkbox"/> Pre-application meeting completed
<b>Application Fee</b>	A non-refundable application fee of <b>\$300.00</b> is required at the time of the submission. Payment can be made by credit card or check.	<input type="checkbox"/> \$300 fee paid
<b>Friendly Neighbor Letters</b> Letters Deadline: _____	Neighbor notification letters are to be submitted as part of your Board of Adjustment Application. The city will let you know what addresses to send letters to and the requirements.	<input type="checkbox"/> Mailing list provided by city <input type="checkbox"/> Notification letters prepared
<b>Packets to the Board</b> Packet Deadline: _____	Applicants are required to prepare and submit presentation packets for the Board of Adjustment. The city will provide formatting guidelines.	<input type="checkbox"/> Packets Completed

**Helpful Notes:**

- The city will provide all Board of Adjustment meeting dates, submittal deadlines, and case scheduling information.
- A pre-application meeting with City staff is required prior to submitting a Board of Adjustment application.
- Complete application packets must be submitted by the established deadline; incomplete or late submissions will not be accepted or scheduled.
- Applicants are responsible for submitting all required materials, including site plans, surveys, and supporting documentation, in accordance with City requirements.
- Public notification requirements, including mailed notices to surrounding property owners, must be completed as directed by the City prior to the hearing. **(ALL NOTIFICATION LETTERS WILL BE SENT BY THE CITY)**
- The applicant or an authorized representative should attend the Board of Adjustment hearing to present the request and respond to questions.
- The Board of Adjustment will consider each request based on the criteria established in the City's Code of Ordinances, including demonstration of hardship.
- Approval of a variance request is not guaranteed and is granted at the discretion of the Board.
- If approved, the variance does not waive the requirement to obtain any necessary permits prior to construction or improvements.
- Additional information or revisions may be requested by City staff during the review process.

**Please print this document.**

Board of Adjustment Meeting Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_