

INSTRUCTIONS TO APPLICANT FOR THE BOARD OF ADJUSTMENT

THE APPLICANT MUST HAVE FIRST APPEARED BEFORE THE PLANNING AND ZONING COMMISSION OR BE DENIED A PERMIT BY THE DIRECTOR OF PERMITS BEFORE REQUESTING A HEARING BEFORE THE BOARD OF ADJUSTMENT.

The Board of Adjustment hears the first applicant at 7:00 p.m. Meetings are held the second Thursday of the month at the City Offices of the City of Piney Point Village, 7721 San Felipe, Suite 100, Houston, TX 77063. As many as four (4) hearings are scheduled. The applicant must submit the following information to the Residential Development Specialist by 12:00 noon _____ for the _____ meeting date:

1. A detailed letter addressed to the Board of Adjustment members explaining the variance or special exception requested citing the ordinance (Code of Ordinances, City of Piney Point Village, Texas) number and section. Ten (12) copies required.
2. A plat to scale of the property with detailed measurements of the lot in relation to the surrounding properties, as well as the location of the structure in question. This plat must not be larger than a legal size sheet (8-1/2" X 14"). Ten (12) copies required and must be stapled to applicant letter.
3. A simple letter of invitation to all residents or property owners within 200 feet of the property lines involved in this requested hearing. Letter must state the variance or special exception being requested before the Board of Adjustment, the date, time and place of hearing. Hearings are held at the City Offices of Piney Point Village, 7721 San Felipe, Suite 100, Houston, TX 77063 at 7:00 p.m. Envelopes for these letters must be addressed, stamped stuffed and left unsealed. **IMPORTANT: RETURN ADDRESS ON THESE ENVELOPES MUST BE – CITY OF PINEY POINT, 7721 San Felipe, Suite 100, Houston, TX 77063-1616.** An extra copy of this letter must be submitted with a list of property owners and addresses of those notified.

The applicant is hereby advised that he/she may be represented by his/her architect or attorney as spokesperson, but the owner of the property must apply and appear at the meeting, or send a power of attorney, designating the representative.

A variance or special exception, if granted, is valid for ninety (90) days. If an extension is required, this request must be made in writing within ninety (90) days of the variance or exception being granted.

APPLICATION FEES: PAYABLE TO THE CITY OF PINEY POINT VILLAGE

Request for variance or special exception..... \$150.00
Appeal from decision of Administrative Official..... \$150.00

If you should have any questions, you may call the city office at 713/782-0271