



CITY OF HALTOM CITY, TEXAS

4801 Haltom Rd, Post Office Box 14246, Haltom City, Texas, 76117, 817-222-7757

APPLICATION FOR VARIANCE ZONING BOARD OF ADJUSTMENT

Date:	File Number:	
<p>I, _____, the undersigned applicant hereby make application for a (please print) Variance to Ordinance No. _____ on the following described property located in the City of Haltom City, Texas.</p>		
Present Zoning: _____	Present Use: _____	
Address of Property: _____		
Legal Description: Lot: _____	Block: _____	Addition: _____
Tract: _____	Survey: _____	Abstract: _____
Type of Variance: _____		
(Attach all supporting documents as detailed in the attached checklist to this complete signed application. Application fees are due upon submittal. Incomplete applications will be denied.)		
<p>The undersigned hereby certifies that the above named subdivision and accompanying data is true and correct. All provisions of laws and ordinances governing this variance will be complied with whether specified herein or not. The scheduling of this application on the agenda of the Zoning Board of Adjustment for consideration does not presume the approval of the above mentioned subdivision.</p>		
Name:		
(signature of applicant)	(printed name of applicant)	(date)
(address of applicant)	(telephone number/Fax)	
(e-mail of applicant)		
Name:		
(signature of owner)	(printed name of owner)	(date)
(address of owner)	(telephone number/Fax)	
FOR CITY USE ONLY		
Application Fee (\$300.00)	Received By: _____	Receipt Number: _____
Accepted for Completeness by: Staff Signature: _____		Date: _____
EVENT	DATE	ACTION
ZBA Action: _____		
Updated 12-10-2025		

VARIANCE OR APPEAL REQUIREMENTS

Variance Requirements Regarding Hardship

- Determine that a hardship exists
- The literal enforcement of the ordinance would work an unnecessary hardship.
- The piece of property is unique and contains properties or attributes not common to other similarly situated properties.
- The need for the variance was not created by the applicant.
- The hardship cannot be financial alone.
- The granting of the variance will not be injurious to the public health, safety, and welfare, or defeat the intent of the philosophy contained in the Zoning Ordinance.

VARIANCES / SPECIAL EXCEPTIONS CHECKLIST

Complete Application

Fee Paid (for Variance or Special Exception)

Survey or Site Plan in 11x17 size format. If submitting 24x36 prints, 10 copies must be submitted of all Site Plans are prints.

Detailed letter of intent on company letterhead (where applicable) addressed to the Board of Adjustments.

Drawing of proposed structure with detailed measurements in 11x17 size format.

Completed Building permit application with contractor information, work to be performed, material and cost estimates.

Picture(s)

Must have signature, address & phone number of applicant and property owner..

** All applications will first be reviewed by Staff and then taken before the Zoning Board of Adjustments. IF approved by the ZBA, then a building permit will need to be obtained either by applicant and/or a licensed contractor. A separate fee is charged for the building permit.

Updated 12-10-2025