



City of Willow Park
Planning & Development Department
120 El Chico Trail, Ste A
Willow Park, Texas 76087
Phone: (817) 441-7108
willowpark.org

ZONING BOARD OF ADJUSTMENT
“REQUEST FOR VARIANCE” APPLICATION

APPLICATION FEE DUE AT TIME OF APPLICATION SUBMITTAL: \$150 (as per “Development Services Fee” schedule)

Name of Applicant(s): _____

Email Address of Applicant: _____

Phone: (____) _____ Alt. Phone: (____) _____

Mailing Address of Applicant: _____

Property address for Request for Variance: _____, Willow Park, TX

Name of Property Owner(s), *if different from Applicant*: _____

Email Address of Property Owner _____

Phone: (____) _____ Alt. Phone: (____) _____

Mailing Address of Property Owner: _____

Briefly explain why this Variance is being requested: _____

Please understand that for a Variance Request to be considered by the Zoning Board of Adjustment, the questions below must be satisfied. Please provide answers to each, in as much detail as possible, to justify your hardship for this Request. Please attach photos, site plans, additional pages of written explanation, and/or any other documentation you feel would be beneficial in pleading your case as the ZBOA’s decision on this matter is final.

(a) Is the request for a variance due to special condition(s) inherent in the property itself?

(b) Is the condition unique to the property requesting the variance?

(c) Is the condition self-imposed or self-created?

(d) Will a literal enforcement of the zoning ordinance result in an unnecessary hardship?

Signature of Applicant

Date of Application

Submittal Instructions:

1. Email completed and executed "**Request for Variance**" **Application**, and any/all supporting documentation necessary to the Planning & Development Department at **permits@willowpark.org**.
2. Pay the **Application Fee** via check or credit card*: In person/courier or US Mail to City of Willow Park, 120 El Chico Trail, Ste A, Willow Park, TX 76087; or, by phone via credit card* at 817-441-7108 x103 (*credit card convenience fees apply)