

# CITY OF UNIVERSAL CITY, TEXAS

Development Services Department  
2150 UNIVERSAL CITY BOULEVARD, UNIVERSAL CITY, TX 78148  
(210) 659-0333, Ext 723

## NOTICE OF APPEAL FOR VARIANCE

### Owner of Property:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant of Authorized Agent:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If applicant does not own property in question, a letter of authorization from the owner to apply for the request must accompany this application or the owner of record shall sign the application.

Request is hereby made to the Board of Adjustment for a determination on the following appeal which was denied by the Development Services Department. State specifics of appeal:

\_\_\_\_\_  
\_\_\_\_\_

It is requested the Board of Adjustment:

1. Make the interpretation of Section \_\_\_\_\_, Subsection \_\_\_\_\_ of the Code of Ordinances as it applies to the property described.
2. Grant a variance or special exception to Section \_\_\_\_\_, Subsection \_\_\_\_\_ of the Code of Ordinances relating to:  
(Check all that apply to your appeal request)

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Lots  Yards  Principal Buildings  Off-Street Parking  Storage  Accessory Buildings  Visual  
Screens  Fence  Signs  Other \_\_\_\_\_

Specifically: \_\_\_\_\_

### The location and description of the property involved in the appeal is:

Property Address \_\_\_\_\_

Legal Description: City Block \_\_\_\_\_ Lot \_\_\_\_\_ Subdivision \_\_\_\_\_ Unit \_\_\_\_\_

Lot Size: \_\_\_\_\_

**Present improvements of Property:** Specify what exists at this time on the property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conforming Use

Conforming Building/Structure

Non-Conforming Use

Non-Conforming Building/Structure

**Proposed Use of Premises:**

\_\_\_\_\_  
The applicant believes the Board of Adjustment should approve this request for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy, no longer than 11' x 17", of your plot plan/survey, a drawing or preliminary site plan of the property including the proposed request, dimensions of existing structures on the property as well as dimensions of the proposed request and setbacks that may apply to the property in question.

Has a previous application for appeal been filed?

YES  NO If yes, date: \_\_\_\_\_

I hereby certify the preceding information and any supporting documents submitted herewith are true and correct to the best of my knowledge. I hereby acknowledge that the requirements and regulations of my Home Owner's Association may differ and that, if applicable, it is my responsibility to notify and coordinate with my Home Owner's Association and provide documentation thereof.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

I understand any appeal to the decision of the Board of Adjustment shall be filed with the District Court of the State of Texas. The appeal must be requested within ten (10) days of the Board of Adjustment decision in accordance with Local Government Code, Section 211.011.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**Filing Fee Due: \$150.00 Residential/Non-Profit**

**\$200.00 All Others/Commercial**

**FOR OFFICE USE ONLY**

Appeal No. \_\_\_\_\_

Fee: \_\_\_\_\_ Paid

Meeting Date \_\_\_\_\_

Legal Notice \_\_\_\_\_