

**CITY OF BURKBURNETT
ADMINISTRATIVE APPEAL
APPLICATION**

OFFICE USE:

CASE NO. _____

FEE PAID _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____
 LOT(S) BLOCK SECTION SUBDIVISION

ZONING DISTRICT: _____ PRESENT USE: _____

Appeals

Appeals to the Planning & Zoning Board may be taken by any person aggrieved, or by any officer, department, or board of the City affected by the administrative decision of the Building Official or other officials having responsibilities for the administration or implementation of the Zoning and Comprehensive Subdivision Ordinance.

Submission of Appeals

All appeals shall be submitted within fifteen (15) days time after the decision is made upon which the appeal is based, by filing with the Director of Administration a Notice of Appeal, specifying the grounds upon which the appeal is based along with a \$60.00 filing fee. The burden of proof shall rest with the appellant to establish the necessary facts to warrant favorable action by the Board. The Planning & Zoning Board shall decide the appeal within four (4) weeks after the written notice of appeal was received.

Reason for appeal: _____

I hereby certify that all information contained herein is true and correct, and that all submission requirements have been met.

APPLICANTS SIGNATURE

DATE

APPLICANTS NAME: _____

ADDRESS: _____

ZIP: _____

PHONE: _____

OFFICE USE

This application for an Administrative Appeal is hereby:

Approved [] Disapproved [] Conditionally Approved []

based on the Planning & Zoning Board action on _____.
DATE

DIRECTOR OF ADMINISTRATION

DATE

INSTRUCTIONS FOR ADMINISTRATIVE APPEAL

SUBMISSION REQUIREMENTS: Submit completed application.

PROCEDURE FEE: Administrative Appeal = \$67.50

1. Submit completed application at least 21 days prior to the Planning & Zoning meeting date along with the prescribed fee. The Planning & Zoning Board meets the first Monday of the month in the Council Chambers, City Hall, 501 Sheppard Road, Burkburnett, Texas 76354.
2. A staff report on this application will be mailed to the applicant at least 10 days prior to the Planning & Zoning meeting date.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE PLANNING DIVISION AT (940) 569-2263