



CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 •
PHONE (817) 616-3770 • FAX (817-616-3752
NEIGHBORHOOD SERVICES

Zoning Board of Adjustment Application Checklist

No application shall be deemed complete and accepted for processing unless it is accompanied by all documents required and prepared in accordance with the requirements of the Code.

	A complete application form signed by the owner
	Application fee of \$100.00
	Property Map-a copy of a subdivision plat or a property survey
	Applicants needs to complete a building permit application

The Zoning Board of Adjustment meets on the **third Thursday of the month**

In order to be placed on an agenda, the application must be completed and meet all the City of Richland Hills Ordinance requirements before a request can be scheduled for a public hearing. All documents must be turned in approximately twenty one days prior to the next Zoning Board of Adjustment Meeting.

Public Hearing Procedure the public hearings, required by State law, provide an opportunity to obtain citizen input and determine neighborhood compatibility. At the public hearings, the applicant, all proponents, and all opponents will be given an opportunity to speak concerning the request.

Not less than ten (10) days prior to the Zoning Board of Adjustment public hearing, notices will be mailed to all real property owners located within 200 feet of the property under consideration.

Notice shall also be given by publishing such notice in the newspaper at least ten (10) days prior to the date set for the hearing, which notice shall state the time and place of such hearing.

IMPORTANT NOTE: ALL APPLICANTS OR THEIR REPRESENTATIVE MUST BE PRESENT AT THE SCHEDULED PUBLIC HEARING TO PRESENT THEIR CASE.