



## CITY OF AUSTIN

### Development Services Department

One Texas Center | Phone: 512.978.4000  
505 Barton Springs Road, Austin, Texas 78704

# Board of Adjustment Interpretations Application Appeal of an Administrative Decision

## Submittal Requirements

The following items are **required** in order to file an application for interpretation to the Board of Adjustment:

1. **A completed application** with all information provided. Additional information may be provided as an addendum to the application.
2. **Standing to Appeal Status:** A letter stating that the appellant meets the requirements as an Interested Party as listed in Section 25-1-131(A) and (B) of the City of Austin Land Development Code (LDC). The letter must also include all information required under 25-1-132(C).
3. **Site Plan/Plot Plan** drawn to scale, indicating present and proposed construction and location of existing structures on adjacent lots.
4. **Application fee.** See Board of Adjustment fees: <http://www.austintexas.gov/department/fees>.
5. **If property is located in Williamson County**, then contact Williamson County Appraisal District for an electronic spreadsheet list of the property owners' names and addresses within a 500-foot radius.

**An appeal must be filed by the 14th day after the date of the decision of a board or commission, or by the 20th day after an administrative decision (LDC Section 25-1-182). Applications which do not include all the required items listed above will not be accepted for filing.**

### Board of Adjustment staff

City of Austin – Development Assistance Center  
505 Barton Springs Road  
Austin, Texas 78704  
Phone: (512) 978-4000; Fax: (512) 974-6305

To access the City of Austin Land Development Code, please visit the Online Tools & Resources website at <http://www.austintexas.gov/department/online-tools-resources>.



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This application is a fillable PDF that can be completed electronically. To ensure your information is saved, [click here to Save](#) the form to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

The application must be complete and accurate prior to submittal. ***If more space is required, please complete Section 6 as needed.*** All information is required (if applicable).

### For Office Use Only

Case # \_\_\_\_\_ ROW # \_\_\_\_\_ Tax # \_\_\_\_\_

### Section 1: Applicant Statement

Street Address: \_\_\_\_\_

Subdivision Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_

Outlot: \_\_\_\_\_ Division: \_\_\_\_\_

Zoning District: \_\_\_\_\_

I/We \_\_\_\_\_ on behalf of myself/ourselves as  
authorized agent for \_\_\_\_\_ affirm that on  
Month \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_, hereby apply for an interpretation  
hearing before the Board of Adjustment.

Development Services Department interpretation is:

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I feel the correct interpretation is:

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**Section 2: Findings**

The Board must determine the existence of, sufficiency of and weight of evidence supporting the findings described below. Therefore, you must complete each of the applicable findings statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional supporting documents.

1. There is a reasonable doubt of difference of interpretation as to the specific intent of the regulations or map in that:

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2. An appeal of use provisions could clearly permit a use which is in character with the uses enumerated for the various zones and with the objectives of the zone in question because:

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3. The interpretation will not grant a special privilege to one property inconsistent with other properties or uses similarly situated in that:

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**Section 3: Applicant/Aggrieved Party Certificate**

I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (typed or printed): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (will be public information): \_\_\_\_\_

Email (optional – will be public information): \_\_\_\_\_

**Section 4: Owner Information**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 5: Agent Information**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (will be public information): \_\_\_\_\_

Email (optional – will be public information): \_\_\_\_\_

**Section 6: Additional Space (if applicable)**

Please use the space below to provide additional information as needed. To ensure the information is referenced to the proper item, include the Section and Field names as well (continued on next page).

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**Additional Space (continued)**

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