

[Cut and paste onto ZBA or City letterhead]

DECISION OF THE BOARD OF ADJUSTMENT

[Insert Name of Applicant]
[Insert Address of Applicant]

SUBJECT: **[Insert ZBA reference #]**

The above-reference request was denied by the **[Insert name of city]** Zoning Board of Adjustment (“Board”) on **[Insert Date]** by a vote of ____ in favor and ____ against with ____ abstaining. Section **[Insert section number]** of the City of **[Insert name of city]** Zoning Ordinance (“Zoning Ordinance”) requires the concurring vote of 4 members of the Board to grant a request for a variance. On this date, the Board found that the request did not meet the conditions set forth in section **[Insert section number]** of the Zoning Ordinance.

Any interested person wishing to appeal this decision is required to file a petition for Writ of Certiorari in a district court, county court or county court at law within ten (10) days of the date this decision is filed in the Board’s office in accordance with section 211.011 of the Texas Local Government Code. This decision was filed in the Board’s office on **[Insert Date]**.

[Print Name]
Chairman, Board of Adjustment

Date

[Print Name]
Executive Secretary, Board of Adjustment

Source:
Zoning Boards of Adjustment: Pitfalls to Avoid
presented to the TCAA 2011 Summer Conference
by attorney Steven A. Wood of
Taylor, Olson, Adkins, Sralla & Elam, LLP