



APPEAL APPLICATION
(CITY COUNCIL)
(ZONING BOARD OF ADJUSTMENT)
(BUILDING & STANDARDS COMMISSION)

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

Must be accompanied by a
Master Application
May 2019

DATE OF REQUEST: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Appeals to City Council (Check One)

- Certificate of Appropriateness Requirement Sign Variance

Appeals to Zoning Board of Adjustment (Check One)

- Administrative Decision Administrative Interpretation Zoning Classification

Appeals to Building and Standards Commission (Check One)

- International Code Council (ICC) Requirement Building Official (or designee) Decision Fire Code Requirements

List the City of Hutto regulation(s) as Code, Chapter, Section, Article, and/or ordinance/resolution number related to request/or administrative decision:

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

FEES All required fees may be provided by cash, credit card or check made payable to: City of Hutto

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- Complete Master application and Appeal application.
Applicant has coordinated with staff on submittal requirements.
Proof of ownership (copy of deed).
Letter of intent including any/all supporting information/materials to be used in the consideration of this appeal by the decision-making authority.

REVIEW CRITERIA

- Appeals must be submitted, in writing, within 30 days after the decision is rendered.
Information submitted by the applicant.
Applicant shall provide sufficient evidence and have the burden to justify a reversal of the action being appealed. The administrative official may present evidence and argument to the contrary.
Information provided by the administrative official.

PROCESSING

- Application intake, staff review and determination that it is complete, meeting scheduling.
All final documents related to city council/zoning board of adjustment action are required 10 days prior to scheduled meeting date.
Documents are to be recorded with the Williamson County Clerk, fees may apply. (zoning board of adjustment only)

FOR DEPARTMENT USE ONLY:

Table with 4 columns: Date Received, Payment type, Fees paid, Mtg. Date



MASTER APPLICATION

Must accompany all application types
Unless otherwise indicated
May 2019

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
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512-759-5962 Fax
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PROJECT NAME: \_\_\_\_\_ APPLICATION TYPE \_\_\_\_\_

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

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

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

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

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

PROPERTY INFORMATION

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

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Deed Reference: Volume \_\_\_\_\_ Page(s) \_\_\_\_\_ or Document No. \_\_\_\_\_

City Limits or ETJ: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

PROPERTY OWNER INFORMATION

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

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

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

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

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D.

Notary Public Signature

Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)