



BOARD OF ADJUSTMENTS (BOA) APPLICATION

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

BOARD OF ADJUSTMENTS (BOA)

The Board of Adjustments (BOA) is a five (5) member board -- *with four (4) alternate members* -- consisting of residents and taxpayers of the City of Rockwall. In accordance with Section 211.008 of the Texas Local Government Code (TLGC) and the Unified Development Code (UDC) of the City of Rockwall, the BOA is authorized to consider -- *in appropriate cases and subject to appropriate conditions and safe guards* -- special exceptions or variances to the terms of the zoning ordinance that are consistent with the general purpose and intent of the ordinance and in accordance with any applicable rule contained within the ordinance.

Decisions of the Board of Adjustments (BOA) shall be final unless an applicant appeals the BOA's decision to a district or county court in Rockwall, Texas, within ten (10) calendar days of the BOA's decision being filed. According to Section 211.011 of the Texas Local Government Code (TLGC), any party desiring to appeal the BOA's decision to a court is required to submit a verified petition stating that the decision of the BOA is illegal in whole or in part and specifying the grounds of the illegality. The BOA's decision is deemed to be filed in the Planning and Zoning Department of the City of Rockwall on the first business day following the BOA's decision.

APPLICATION REQUIREMENTS

The attached application should be completed and submitted to the Planning and Zoning Department by 5:00 PM on the date depicted in the calendar below. Late applications will not be accepted by staff. The application form must be signed by the property owner of the all properties subject to the variance request, and notarized by a notary of the State of Texas. A complete application for a variance will generally consist of the following submittal criteria:

- ☐ Application: Completed notarized application.
- ☐ Application Fee: A \$200.00 application fee.
- ☐ Site Plan, Survey or Plot Plan: If applicable, an existing and proposed plot plan or site plan for the subject property or properties.
- ☐ Photographs: Digital or analog photos will be accepted by staff.
- ☐ Building Elevations: If applicable, building elevations showing the proposed variance.

NOTE: only completed applications will be accepted by staff and placed on the BOA's agenda. Applications for an appeal of an administrative or code decision will only require a letter from the applicant outlining in detail the request being made.

NOTIFICATION

As part of each applicable Board of Adjustments (BOA) case, property owner notifications will be mailed to all property owners within 200-feet of the subject property. All noticed property owners are sent a form on which they can indicate support of opposition to the request.

2026 MEETING CALENDAR

The Board of Adjustments (BOA) generally meets the second (2nd) Thursday of each month in the Council Chambers on the second (2nd) floor of City Hall (385 S. Goliad Street, Rockwall, TX 75087) at 6:00 PM. Below are the application deadline and meeting dates for the BOA.

APPLICATION DEADLINE	BOA MEETING ⁽¹⁾
December 11, 2025	January 8, 2026
January 8, 2026	February 12, 2026
February 12, 2026	March 12, 2026
March 12, 2026	April 9, 2026
April 9, 2026	May 14, 2026
May 14, 2026	June 11, 2026
June 11, 2026	July 9, 2026
July 9, 2026	August 13, 2026
August 13, 2026	September 10, 2026
September 10, 2026	October 8, 2026
October 8, 2026	November 12, 2026
November 12, 2026	December 10, 2026 ⁽²⁾
December 10, 2026	January 14, 2027

NOTES:

¹: Meetings held at 6:00 pm in the city council chambers.

²: May be cancelled due to holidays.

³: Orders of the BOA shall be submitted and signed by the chairman of the BOA and mailed to the applicant within seven (7) business days after the meeting.



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385 S. Goliad Street
Rockwall, Texas 75087

STAFF USE ONLY

PLANNING & ZONING CASE NO. _____

NOTE: THE APPLICATION IS NOT CONSIDERED ACCEPTED BY THE CITY UNTIL THE PLANNING DIRECTOR HAS SIGNED BELOW.

DIRECTOR OF PLANNING: _____

PLEASE CHECK THE APPROPRIATE BOX BELOW TO INDICATE THE TYPE OF DEVELOPMENT REQUEST [SELECT ONLY ONE BOX]:

☐ VARIANCE (\$200.00) OR ☐ APPEAL OF AN ADMINISTRATIVE DECISION (\$200.00) OR ☐ APPEAL OF A CODE DECISION (\$200.00)

PROPERTY INFORMATION [PLEASE PRINT]

ADDRESS _____

SUBDIVISION _____

LOT _____

BLOCK _____

LEGAL DESCRIPTION (IF
NOT IN A RECORDED
SUBDIVISION) _____

LAND USE AND ZONING INFORMATION [PLEASE PRINT]

ZONING _____

CURRENT LAND USE _____

ACREAGE _____

NUMBER OF LOTS _____

OWNER/APPLICANT/AGENT INFORMATION [PLEASE PRINT/CHECK THE PRIMARY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED]

☐ OWNER

☐ APPLICANT

CONTACT PERSON _____

CONTACT PERSON _____

ADDRESS _____

ADDRESS _____

CITY, STATE & ZIP _____

CITY, STATE & ZIP _____

PHONE _____

PHONE _____

E-MAIL _____

E-MAIL _____

VARIANCE REQUEST INFORMATION [PLEASE PRINT]

REASON FOR VARIANCE
REQUEST OR REASON
APPEALING AN
ADMINISTRATIVE OR
CODE DECISION

CODE REQUIREMENT
BEING APPEALED OR
VARIED FROM

NOTARY VERIFICATION [REQUIRED]

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____ [OWNER] THE UNDERSIGNED, WHO STATED THE INFORMATION ON THIS APPLICATION TO BE TRUE AND CERTIFIED THE FOLLOWING:

"I HEREBY CERTIFY THAT I AM THE LEGAL OWNER OF THE PROPERTY DESCRIBED IN THIS APPLICATION; ALL INFORMATION SUBMITTED HEREIN IS TRUE AND CORRECT; AND THE APPLICATION FEE OF \$200.00, TO COVER THE COST OF THIS APPLICATION, HAS BEEN PAID TO THE CITY OF ROCKWALL ON THIS THE _____ DAY OF _____, 20____. BY SIGNING THIS APPLICATION, I AGREE THAT THE CITY OF ROCKWALL (I.E. "CITY") IS AUTHORIZED AND PERMITTED TO PROVIDE INFORMATION CONTAINED WITHIN THIS APPLICATION TO THE PUBLIC. THE CITY IS ALSO AUTHORIZED AND PERMITTED TO REPRODUCE ANY COPYRIGHTED INFORMATION SUBMITTED IN CONJUNCTION WITH THIS APPLICATION, IF SUCH REPRODUCTION IS ASSOCIATED OR IN RESPONSE TO A REQUEST FOR PUBLIC INFORMATION."

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE _____ DAY OF _____, 20____.

OWNER'S SIGNATURE _____

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS _____

MY COMMISSION EXPIRES _____