



**PROCEDURE - REQUEST FOR VARIANCE OR APPEAL  
BOARD OF ADJUSTMENT  
TOWN OF COPPER CANYON**

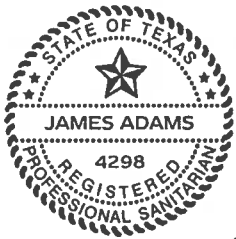
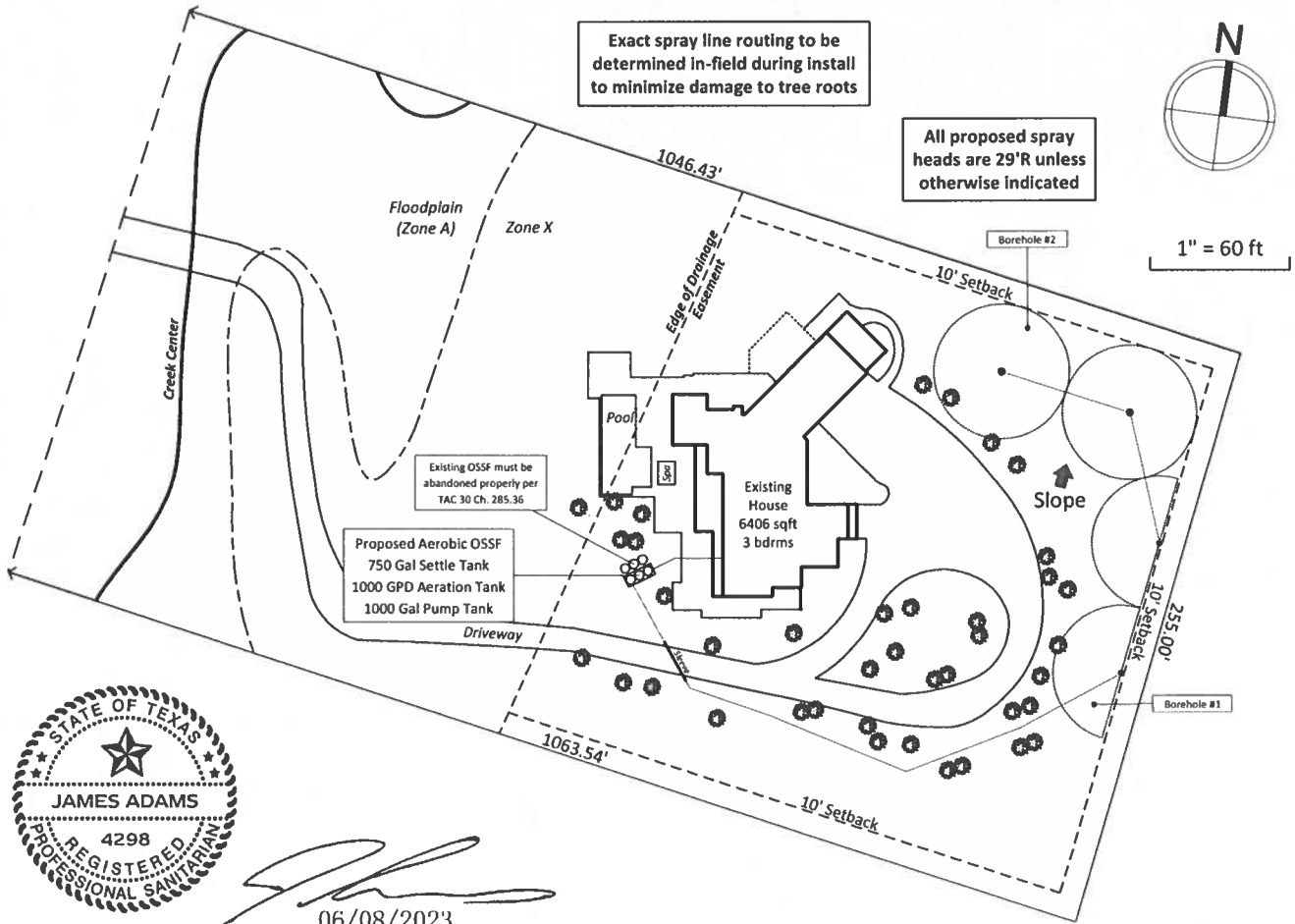
1. The Board of Adjustment consists of five (5) members and all cases must be heard by at least four (4) members. The Board is a quasi-judicial board. It is not a legislative body with the authority to amend ordinances or create new laws. The Board conducts hearings on matters dealing with the Copper Canyon Zoning Ordinance and determines if strict compliance with the ordinance will create a hardship. The Board also considers whether the variance will comply with the spirit and intent of the ordinance. In order for a variance to be granted, all four (4) items (a through d) identified on the application must apply. If any of the items do not apply, the Board does not have the ability to grant a variance.
2. The Board also has the authority to hear and decide appeals where it is alleged that there is an error in an order, requirement, decision or determination made by any administrative official of the Town in the enforcement of the Zoning Ordinance. Such appeals must be filed within fifteen (15) days of the rendering of the decision by the administrative official.
3. A pre-filing interview may be held if requested by the applicant or if deemed necessary by the Town.
4. The application must be signed by the property owner. If the applicant is not the owner, a notarized document showing authority to request the variance must accompany the application.
5. The following must also accompany the application packet:
  - A. A \$200.00 application fee.
  - B. A site plan of the lot showing all property lines as well as a depiction of the requested variance.
6. Application fee, necessary documents, etc. in completed form must be submitted to the Town Secretary. You must supply six (6) copies of any supporting documents larger than 8.5 X 11 inches or any colored rendering.
7. After the above items have been completed, the variance request will begin the following process:
  - A. (If applicable, the following will occur.) The applicant and all property owners within 200 feet of the property where the variance is requested will be notified of a Public Hearing to be held by the Board of Adjustment by notice deposited in the U.S. mail. Said notices are to be mailed at least 10 days prior to the Public Hearing.
  - B. The applicant or representative must be present at the Board of Adjustment public hearing. Failure to attend the public hearing will cause the Board to deny the item without prejudice to re-filing.
  - C. Persons who are in favor or who oppose the request are allowed to appear before the Board in order to present their views.
8. Any additional information such as renderings, elevations, models or other supporting documents that you wish to submit may be introduced at the meeting.

**According to state law, no variance can be granted without the concurring vote of at least four (4) members of the Board.**

**APPEALS TO A DECISION RENDERED  
BY THE BOARD OF ADJUSTMENT**

The only appeal to a decision rendered by the Board of Adjustment is to State District Court. The appeal must be filed with the district court within ten (10) days of the Board's decision. State law prohibits the Town Council from hearing an appeal.

940 Ranch Road  
Copper Canyon, TX 76226



06/08/2023

**Authority Granting Request for Variance**

I, **Keith Carter**, homeowner residing at **940 Ranch Road, Copper Canyon**, hereby grant authority to Pure Design, LLC, a duly registered company, to act on our behalf in requesting a variance to the Board of Adjustment, Town of Copper Canyon.

**Pure Design, LLC** is authorized to represent us in all matters related to the variance request, including but not limited to, attending meetings, submitting documentation, and communicating with the Board of Adjustment or any other relevant authority.

This authorization is effective immediately and shall remain in force until the variance request is resolved or until further notice is provided in writing by Keith Carter.

We hereby affirm that we are the lawful owners of the property located at 940 Ranch Road, Copper Canyon, and have full authority to grant this authorization.

Signed and dated this 25th day of January, 2024.

**Keith Carter**



**Pure Design, LLC**

By: Cindy Clamp

[Authorized Representative's Signature]

Date: 01/25/2024

This document was acknowledged before me on 01/25/2024 by Keith Carter, known or identified to be the person whose name is subscribed to the foregoing instrument, and Pure Design, LLC, represented by **Nick Hauk**, known to me to be the person who executed the foregoing instrument on behalf of the company.

Witness my hand and official seal:

Notary Public  
My commission expires: 02/06/2027