

Boards of Adjustment Applicant Assistance Program

Fee Waiver Program Guidelines

I. Purpose.

- A. The purpose of the Board of Adjustment Applicant Assistance Program is to provide an opportunity for low-income households to access residential zoning variances or special exceptions from the Board of Adjustment. These opportunities contribute to the economic development of the City; and assist the City in its objectives to preserve and create reasonably priced housing for City residents, to revitalize neighborhoods, and to build the City's tax base.
- B. The opportunity provided under this program does not guarantee a favorable decision from the Board of Adjustment.

II. General Provisions

A. Definitions

1. "Applicant" means an eligible household that applies to participate in the program.
2. "Assistance Program" means one of the following:
 - Medicaid;
 - Supplemental Nutrition Assistance Program (SNAP);
 - Children's Health Insurance Program (CHIP);
 - Telephone Lifeline Program;
 - Travis County Comprehensive Energy Assistance Program (CEAP);
 - Medical Access Program (MAP);
 - Supplemental Security Income (SSI); or
 - Veterans Affairs Supportive Housing (VASH).
3. "Director" means the director of the Development Services Department or their designee.
4. "Eligible Household" means a household with an income that is less than 200% of the Federal Poverty Level or that participates in an assistance program.
5. "Program" means the Boards of Adjustment Applicant Assistance Program.

B. Fee Waivers

1. The total amount of fee waivers allowed under this program is determined by City Council each fiscal year.
2. The maximum number of applications that can receive fee waivers under this program is based on the total amount of fee waivers allowed under this program divided by the amount of fees associated with applying for a residential zoning variance or special exception.

3. The fees associated with applying for a residential zoning variance or special exception include, at a minimum, variance or special exception application fees and notification fees.

C. Administration

1. The Development Services Department administer this program.
2. To participate in the program, an eligible household must be qualified through the City's utility bill discount program.
3. An applicant must provide evidence of their authority to apply for a residential zoning variance or special exception.

Commented [LP1]: Still need to updated.

D. Decision.

1. If the director determines that program funds are available and the applicant is an eligible household, the director will approve the fee waivers and notify the applicant in writing.
2. Participation in the program does not guarantee a favorable decision on the residential zoning variance or special exception.