

1. List the pertinent section(s) of the landscaping and buffering regulations and indicate the specific interpretations, variances, or nonconforming use exceptions being requested.

2. State the grounds for the request and describe any special conditions that cause hardships that, in your opinion, justify the variances or exceptions being requested. Explain any usual circumstances, if applicable, that are not considered by the landscaping and buffering regulations.

SUMMARY OF THE LANDSCAPE REVIEW BOARD

The Board's jurisdiction extends to and includes the hearing and deciding of the following topics of appeals and applications, and to that end shall have the necessary authority to ensure continuing compliance with its decision.

- **Interpretation.** Hear and decide appeals where it is alleged there is error on any order, requirement, decision, or interpretation of the landscaping and buffering regulations by the Building Official in the enforcement of this ordinance or a zoning district boundary. In reaching its decision, the Board shall establish firm guidelines for future administrative actions on like matters.
- **Permits for nonconformity.** Authorize a building permit for the reconstruction, extension, renovation, or enlargement of an existing structure on property where the landscaping is non-conforming to the requirements of the landscaping and buffering regulations.
- **Variances.** Authorize upon appeal, in specific cases, such variance from the terms of the landscaping and buffering regulations that are not contrary to the public interest, and where, because of special conditions, the enforcement of the ordinance would result in an unnecessary hardship.

APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested.

City Council serves in the capacity of the Landscape Review Board. The meetings are scheduled to coincide with City Council's regular meetings on the second and fourth Mondays of each month. The application submittal deadline is 5:00 PM each Monday. Applications submitted after that time will be processed after the deadline on the following week.

Landscape Review Board information is available online in [Chapter 114 of the North Richland Hills Code of Ordinances](#). If you have questions about the application process or any submittal requirements, please call the Planning and Zoning Department at 817-427-6300.

ALL APPLICATIONS

The following items are required with all types of applications:

- Landscape Review Board application form.
- Application filing fee as required by the NRH Fee Schedule. This fee is non-refundable.
- One 11" x 17" copy of the subdivision plat (if the property is platted).
- One digital (PDF) copy of the subdivision plat (if the property is platted).
- If the ownership does not match the ownership on the [Tarrant County Appraisal District website](#), a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Landscape Review Board.
- Additional application submittal requirements, based on the specific type of application (see below).

INTERPRETATION REQUEST

- A written statement from the applicant describing how the landscaping and buffering regulations should be interpreted.
- A written statement from the Planning Manager or Building Official stating the reasons for the interpretation given in the particular case.

PERMIT FOR NONCONFORMITY

- A written statement describing what the applicant wants to achieve in the development of the property and how the proposal conforms to the landscaping and buffering standards.
- Property map or survey
 - Exhibits showing the boundaries, dimensions, and square footage of the property, and the location and dimensions of all existing and proposed buildings and structures.
- Landscape Plan
 - Plans demonstrating compliance, to the extent possible, with the standards described in [Article III - Landscaping and Buffering Regulations](#) of the Vegetation chapter, showing all required and proposed landscape setbacks, buffer yards, screening, and fencing.

VARIANCE

- A written statement describing what the applicant wants to achieve in the development of the property and how the proposal conforms to the landscaping and buffering standards.
- Landscape Plan
 - Plans demonstrating compliance, to the extent possible, with the standards described in [Article III - Landscaping and Buffering Regulations](#) of the Vegetation chapter, showing all required and proposed landscape setbacks, buffer yards, screening, and fencing.
- Additional information
 - Drawings, photographs, written narratives, and other relevant information may be submitted with the application.