



APPLICATION FOR SPECIAL EXCEPTION ZONING BOARD OF ADJUSTMENT

4801 HALTOM RD., POSTOFFICE BOX 14246, HALTOM CITY, TEXAS, 76117, 817-222-7730

Date:	File Number:	
<p>I, _____, the undersigned applicant hereby make application for a Special (please print)</p> <p>Exception in accordance with Section 35.H _____ on the following described property located in the City of Haltom City, Texas.</p>		
Address of Property: _____		
Legal Description: Lot: _____ Block: _____ Addition: _____ Tract: _____ Survey: _____ Abstract: _____		
Type of Special Exception: (Attach Formal Letter of Intent to Application justifying purpose of Special Exception request)		
IF REQUESTED SPECIAL EXCEPTION IS FOR A FRONT YARD CARPORT, COMPLETE THE NEXT TWO LINES:		
Are there other front yard carports on your street? _____ If so, how many: _____		
Do you have an existing garage? _____ If so, is it a single bay or double bay garage? _____		
The undersigned hereby certifies that the above named subdivision and accompanying data is true and correct. All provisions of laws and ordinances governing this Special Exception will be complied with whether specified herein or not. The scheduling of this application on the agenda of the Zoning Board of Adjustment for consideration does not presume the approval of the above mentioned subdivision.		
Name: _____ email: _____		
(signature of applicant)	(date)	
(address of applicant)	(telephone number/Fax)	
Name: _____ email: _____		
(signature of owner)	(date)	
(address of owner)	(telephone number/Fax)	
FOR CITY USE ONLY		
Application Fee (\$300.00) Received By: _____ Receipt Number: _____		
Accepted for Completeness by: Staff Signature: _____ Date: _____		
EVENT	DATE	ACTION
ZBA Action: _____		
Updated 10-01-2018		

SPECIAL EXCEPTION GENERAL INFORMATION

The granting of a Special Exception shall authorize the issuance of a building permit for a period of ninety (90) days from the date of the favorable action by the Zoning Board of Adjustment, unless the Board, in its minutes, grants a longer period of time.

If a building permit shall not have been issued within the ninety (90) day period, or such other period granted by the Zoning Board of Adjustment, the Special Exception(s) shall be deemed waived and all rights there under terminated. Such termination and waiver shall be without prejudice to a subsequent appeal to the Board.

The same appeal to the Zoning Board of Adjustment shall not be heard on the same piece of property prior to the expiration of one (1) year from a ruling.

The granting of a Special Exception does not require a finding of a hardship.

The Zoning Board of Adjustment may impose reasonable conditions on the granting of the Special Exception.

SPECIAL EXCEPTION DETERMINATIONS

The request for the Special Exception will establish only those uses permitted under the Zoning Ordinance.

The location of proposed activities and improvements are clearly defined on the site plan filed by the applicant.

The Special Exception will be compatible with the use and permitted development of adjacent properties, either as filed or subject to such requirements as the Zoning Board of Adjustment finds to be necessary to protect and maintain the stability of adjacent properties.

SPECIAL EXCEPTION SUBMITTAL CHECKLIST

- Complete Signed Application
- Fee for Special Exception request if applicable
- Survey, Site Plan, and/or other plans in 11x17 size format. If submitting 24x36 prints, 10 folded copies must be submitted of all plans.
- Detailed letter of intent on letterhead (where applicable) addressed to the Board describing the need for the Special Exception.
- Completed building permit application with contractor information, design & description of work to be performed, material, & cost.
- Picture(s) of the site and structure
- Must have signature, address & phone number of applicant & property owner.

* All applications will first be reviewed by Staff and then taken before the Zoning Board of Adjustments. If approved by the ZBA, a building permit will need to be obtained either by applicant and/or a licensed contractor and separate fees paid for the permit.