



APPLICATION FOR SPECIAL EXCEPTION TO THE ZONING BOARD OF ADJUSTMENT

CITY OF HALTOM CITY, TEXAS 76117 – 5024 BROADWAY AVENUE, BOX 14246
Phone – 817-222-7730 --- Fax 817-222-7739

Date: _____	File Number: _____
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I, _____, the undersigned applicant hereby make application for a
(please print)

Special Exception to Ordinance No. _____ on the following described property located in the City of Haltom City, Texas.

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)

ARE THERE OTHER CARPORTS ON YOUR STREET? _____ IF SO, HOW MANY: _____

DO YOU HAVE AN EXISTING GARAGE? _____ Single _____ or Double _____

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 _____
(signature of applicant) _____ (date) _____

_____ (address of applicant) _____ (telephone number/Fax) _____

Name _____
(signature of owner) _____ (date) _____

_____ (address of owner) _____ (telephone number/Fax) _____

FOR CITY USE ONLY
CARPORT FEE (\$100.00)
If Variance(Carport) Fee (\$175.00) Received By: _____ Receipt Number: _____

Accepted for Completeness by: Staff Signature: _____ Date: _____

EVENT	DATE	ACTION
ZBA Action: _____	_____	_____
_____	_____	_____

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.

VARIANCES/SPECIAL EXCEPTION'S CHECK LIST

Complete Signed Application

Fee (for Variance or Special Exception)

Survey or Site Plan in 11x17 size format . If submitting 24x36 prints, 10 folded copies must be submitted of all Site Plans and prints.

Detailed letter of intent on letterhead (where applicable) addressed to the Board describing the need for the Variance or Exception, hardship or special request.

Drawing of proposed structure with detailed measurement's in 11x17 size format.

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 a separate fee paid for this permit