

APPLICATION FOR SPECIAL EXCEPTION

1. Letter of Application Must:

- A. Be addressed to Board of Adjustment at 7008 South Rice, Bellaire, TX
- B. Specifically state special exception request and purpose of the special exception request
- C. Specifically state which section of the code the special exception request is being made from
- D. State the address of proposed special exception, including legal description
- E. MOST IMPORTANTLY, present evidence to support written findings for granting of the special exception
- F. Include telephone number and email address

2. Additional Documents Required:

- A. Title Report to confirm proof of ownership or City Planning Letter from Title
- B. Company. In cases where a special exceptions are requested in regards to the parking ordinance, a parking impact study is required.
- C. **Application submittal deadline is subject to meeting notification requirements; please check with the Administrative Assistant for specific deadline date. (713-662-8240 // aparcus@bellairetx.gov)**

3. A Diagram/Survey Must Show:

- A. Property line with measurements
- B. All structures on the property with their measurements
- C. Proposed structure with measurements
- D. Measurements from property line to proposed structure
- E. Measurements from proposed structure to main residential structure.

4. Application Fee:

- A. \$295.00 - Residential
- B. \$295.00 - Commercial
- C. \$125.00 - Required Legal Notice
- D. Actual Cost - Mailed Notices to property owners within 200 feet
- F. \$30.00 - Processing Fee
- E. \$150.00 - Rescheduling Fee

5. Application, Diagram/Survey and Fee **must** be submitted by deadline (Confirm deadline for submission when requesting application or confirm with a call or email, if accessing application online. See above listed contact information).

6. A Legal Notice of Board of Adjustment meeting will be published in the Legal Section of the local newspaper prior to the Public Hearing.

7. Notices of the meeting will be mailed to property owners within 200 feet of the property.

8. If you have any questions, please contact John McDonald at 713-662-8241, ChaVonne Sampson at 713-662-8243, or Ashley Parcus at 713-662-8240.

CITY OF BELLAIRE, TEXAS
STANDARDS FOR SPECIAL EXCEPTIONS

This page is provided for your information and aid in filling out the attached special exception request. It is not to be considered legal advice. City employees are not permitted to give legal advice.

Special exceptions may not be granted unless the Board makes written findings based directly upon the particular evidence presented to it which support written conclusions that the granting of the special exception will not be:

1. Materially detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located; nor
2. Impair an adequate supply of light or air to adjacent property; nor
3. Substantially increase the congestion in the public streets; nor
4. Increase the danger of fire; nor
5. Endanger the public health, safety and well-being; nor
6. Substantially diminish or impair property values within the neighborhood

The burden of addressing these standards is on the applicant. You will be expected to be present at the Board of Adjustment hearing to submit evidence that addresses each of the standards listed. Evidence can be presented in testimony and/or through documentation.

APPLICATION FOR SPECIAL EXCEPTION

A site plan/survey showing the improvements requiring the special exception shall be attached to this application.

DESCRIPTION OF PROPOSED SPECIAL EXCEPTION

Address _____

Legal Description (Subdivision, Block, Lot) _____

Applicant's Name _____

Address, Phone number and Email _____

Property Owner's Name _____

Authorized Agent _____

DESCRIPTION OF REQUEST

The section of the Code of Ordinances
That special exceptions request is being made from Chapter 24, Section _____

EVIDENCE TO SUPPORT SPECIAL EXCEPTION

Site Plan Included shows existing structure with proposed additions. Yes No
_____ _____

List previous request Year Approved Year Denied
_____ _____

MINIMUM ZONING CODE STANDARDS CRITERIA

	Minimum Proposed	Proposed	Exceeds Min.
Front Setback		_____	_____
Side Setback	_____	_____	_____
Rear Setback	_____	_____	_____
Lot Coverage	_____	_____	_____
Height of Proposed Structure	_____	_____	_____
Tract or Lot Size	_____	_____	_____

Indicate any measures designed into the project to reduce any adverse effect of the proposed request.

APPEAL FROM BOARD OF ADJUSTMENT DECISION MUST BE MADE TO THE DISTRICT COURT.