



**SPECIAL EXCEPTION PERMIT APPLICATION**

***TYPE or PRINT***

Address or general location: \_\_\_\_\_

Legal description of the property (attach additional sheets as necessary):

**Subdivision:**                      **Block No:**                      **Lot No(s):**                      **Acres:**

(NOTE: For properties not in a recorded subdivision, submit a copy of a current survey **or** plat showing the properties proposed for a special exception permit, and a complete legal description.)

Existing zoning district: \_\_\_\_\_ Current property use: \_\_\_\_\_

Proposed property use: \_\_\_\_\_

Reason(s) for requesting the Special Exception Permit (attach additional sheets as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The approval of an application for a special exception permit is based on all four of the special exception permit criteria as specified in the City of Baytown's Zoning Ordinance. On the back of this application is a Special Exception Supplemental Application Form requiring the applicant to indicate how this application satisfies each criteria. (The applicant has the burden of proof to demonstrate that all four of the criteria necessary for a special exception have been met).

I (applicant) hereby certify that I am the owner, or duly authorized agent of the owner of the above-described property for the purpose of this application. The **NONREFUNDABLE** application fee of \$100.00 to cover the costs of this Special Exception Permit Application has been paid to the City of Baytown on \_\_\_\_\_, 20\_\_\_\_. I (applicant) also certify that I have been informed and understand the special exception permit regulations as specified in the City of Baytown's Zoning Ordinance. I further understand and agree that I will at all times abide by the terms and conditions of all of the applicable provisions of the Ordinances of the City of Baytown.

Owner's signature: \_\_\_\_\_

Agent's signature: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_ Applicant's telephone: \_\_\_\_\_

Applicant's address: \_\_\_\_\_  
Street                                      City                                      State                                      Zip Code

FOR OFFICE USE ONLY					
Case Number	Date Submitted	Notice Date	B.O.A. Hearing Date	Building Permit Date	Zoning Map Number

## SPECIAL EXCEPTION SUPPLEMENTAL APPLICATION FORM

The Board of Adjustment has the authority to grant special exceptions only when the following criteria are met. In the spaces provided, explain how your special exception permit application satisfies each of the criteria. Please attach additional sheets to this form as required. (NOTE: The applicant has the burden of proof to demonstrate that all four of the special exception criteria have been met).

***TYPE or PRINT***

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- 1.) That granting this request will ensure the same general level of land use compatibility as the otherwise applicable standards
  
  - 2.) That granting this request will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks, and other land use consideration.
  
  - 3.) That granting the special exception will not adversely affect adjacent land in a material way.
  
  - 4.) Granting this request will be generally consistent with the purposes and intent of the Zoning Ordinance.

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I (applicant) hereby certify that the statements contained herein are true, complete, and correct to the best of my knowledge. My signature acknowledges that I understand that false, misleading or misstatements by me regarding the information set forth in this application, may result in the rejection of this application.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SUBMIT APPLICATION TO:** Planning and Development Services  
2401 Market Street  
Baytown, TX 77520  
281-420-5394