



## Planning Department Parking Special Exception Request Application

Submit this application and the appropriate (completed) documents to the Planning Department at the City Hall Annex, located at 2220 Fourth Street. See the attached schedule for submittal deadlines. Contact 832-595-3500 for assistance.

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

### Applicant/ Project Manager's Information (Primary Contact for the Project):

Contact & Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Property Location:

Address: \_\_\_\_\_

### Requesting Special Exception from {i.e. Subdivision Regulations; Section 4-65(B)(1)}:

\_\_\_\_\_

### Submittal Fees:

Special Exception \$200.00

Pursuant to Sec. 4-68 of the Rosenberg Unified Development Code, the applicant has the responsibility of proving that the request is consistent with the overall intent of the Code, and that the modifications are compatible with adjoining properties and the character of the neighborhood in which the development is proposed.

### The following items are required at submittal:

- Application, filled out completely, and signed by the owner of the property
- Application fee
- Items found in page 2

This is to certify that the information on this form is complete, true, and correct and the undersigned is authorized to make this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# APPLICATION FOR A SPECIAL EXCEPTION TO PARKING REQUIREMENTS

## Application Checklist for a Special Exception to Parking Requirements:

- Application, filled out completely, and signed by the owner of the property
- Application fee of \$200.00
- Survey of the property, showing all exterior boundaries and lot and block numbering
- Site Plan showing the proposed layout of the subject property, and clearly indicating all dimensions, square footages, turning radii, and other like information.
- Landscape Plan showing the proposed layout of the subject property, with all landscaped areas clearly marked, including the proposed locations of trees, shrubbery, and ground cover.
- Letter of Intent, clearly defining the following information, numbered as follows:
  - Use the heading: "Specific Site Information"
  - 1. The size of the property to be used for the use and its parking.
  - 2. The previous use of the building or property.
  - 3. The proposed use of the building or property.
  - 4. The square footage of the proposed use. If the use is within a building with multiple tenant spaces, provide the square footage of the proposed use and the other uses in the building.
  - 5. The required number of parking spaces for the proposed use (and any other uses within the building).
  - 6. The proposed number of parking spaces for the new use.
  - 7. Calculation of required landscaping percentages from Section 4-417.
- Address the following items in the same letter above, numbered in the letter as follows:
  - Use the heading: "Adjacent Property Information"
  - 1. Describe the uses on all sides of the subject property.
  - 2. Is the subject property adjacent to a residential use?
  - 3. Does the reduction in parking have the potential to cause a negative impact on the adjacent residential property, such as by parking occurring along the street in front of a residential use?
  - 4. Does the reduction in parking have the potential to affect an alley located at the rear of a residential use?
  - 5. Is the subject property adjacent to a commercial use (s)?
  - 6. Does the reduction in parking have the potential to cause a negative impact on the adjacent commercial property, such as by parking for the subject property taking up spaces in existing adjacent commercial businesses?
  - 7. Is the ratio of potential customers/employees of the business to the proposed number of parking spaces adequate for the site?
- Any other relevant information that you believe would assist Staff and the City Council in understanding the request for a special exception to the parking requirements.