



# **ZONING BOARD OF ADJUSTMENTS (BOA)** **SPECIAL EXCEPTION APPLICATION**

**Community Development Department**  
**Planning Division**

**Special Exception Defined:** A special exception is a type of variance, but is differentiated from a variance in that a special exception does not require a finding of a hardship and applies only to nonconforming uses and structures, off-street parking requirements and landscaping requirements.

**APPLICATION REQUIREMENTS:** Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

There is a \$500.00 application fee that must be paid at time of submission or the application will not be processed.

**DIGITAL PLAN SUBMITTALS:**

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW:

**WEBSITE:** [tomballtx.gov/secure/send](http://tomballtx.gov/secure/send)  
**USERNAME:** [tombalcedd](#)  
**PASSWORD:** [Tomball1](#)

**Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Proposed Project:** \_\_\_\_\_

**Physical Location of Property:** \_\_\_\_\_  
[General Location – approximate distance to nearest existing street corner]

**Legal Description of Property:** \_\_\_\_\_  
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

**HCAD Identification Number:** \_\_\_\_\_ **Acreeage:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

## SPECIAL EXCEPTION(S) REQUESTED

**Applicable Zoning Ordinance Requirements and Sections:**

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**Special Exception(s) Requested:**

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**A letter describing the requested special exception(s) *must* be submitted in conjunction with this application. Please attach separate sheets(s) as necessary.**

**This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial. I also understand that in granting a special exception, the Board of Adjustments may impose conditions as are necessary to protect adjacent property owners and to ensure the public health, safety and general welfare.**

**X**  
\_\_\_\_\_  
**Signature of Applicant** **Date**

**X**  
\_\_\_\_\_  
**Signature of Owner** **Date**

## **Submittal Requirements**

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Tomball.

### **A complete application must include:**

- **Application Fee: \$500**
- **Letter explaining the special exception(s) in detail**
- **Metes & bounds of property**
- **Site plan, plot plan, or drawing showing the requested special exception(s)**
- **Other necessary information (maps, drawings, pictures, etc.) to explain the special exception(s)**

**The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.**