



Zoning Special Exception – Application Checklist

Incomplete submissions will NOT be accepted

For Office Use Case No. _____

Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Certified Copy of a Tax Certificate showing no taxes owed (if taxes are owed submit Tax Receipts with the Certificate showing a zero balance owed)
- Application fees in the form of a check made payable to City of Garden Ridge
- A letter addressed to the Board of Adjustment, signed by the property owner and requesting the desired Zoning Special Exception as permitted by Section 2.08.03 of the City's Zoning Ordinance and prepared in accordance with the criteria below
- 3 copies of a Site Plan drawn to scale and formatted to 11" by 17", showing all existing and proposed improvements, setbacks from property lines, and building elevations (if applicable)
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) on CD or USB drive
- Any additional information deemed necessary for processing and evaluating this request

Zoning Special Exception Eligibility

Pursuant to the City's Zoning Ordinance Section 2.08.03 the following zoning special exceptions may be requested:

1. Reduction in the required number of parking spaces if the Board of Adjustment determines sufficient parking exists or is not necessary for the specified location.
2. Adjust any numerical standard by ten (10) percent.

Request Letter Criteria

The letter describing the request shall include the specific section from the Zoning Ordinance that the zoning special exception is being sought, a description of the requested zoning special exception and why it is needed, and include a justification for the zoning special exception addressing all of the following:

1. In granting the zoning special exception, the public convenience and general welfare will be substantially served; and
2. In granting the zoning special exception, the appropriate use of the neighboring property will not be substantially injured.

Additional information regarding zoning special exceptions may be found in the City's Zoning Ordinance Section 2.08.03 *Zoning Special Exception*.

Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Garden Ridge
Attn: City Administration
9400 Municipal Parkway
Garden Ridge, TX 78266
(210) 651-6632
Administrator@ci.garden-ridge.tx.us

Appearance at Meetings

It is strongly advised that the applicant or applicant's authorized agent be represented at the public hearing and Board of Adjustment meeting where this request will be heard.

Preparer's Certification

I hereby certify that the information provided is true and correct to the best of my knowledge.

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____