



# APPLICATION FOR A SPECIAL EXCEPTION TO PARKING REQUIREMENTS

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PLANNING DEPARTMENT  
City Hall Annex Building  
2220 Fourth Street  
PO Box 32  
Rosenberg, Texas 77471  
832-595-3500  
[www.ci.rosenberg.tx.us](http://www.ci.rosenberg.tx.us)

Submit this application and the appropriate items detailed in this application to the Planning Department at the above address.

Address or General Location of Property: \_\_\_\_\_

\_\_\_\_\_

Fort Bend County Tax Account No.: \_\_\_\_\_

## Property Owner's Information

Name and Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

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

Name and Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

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

Signature of Applicant/Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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## 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.