



Planning Department Setback 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:

Commercial \$200.00 Residential \$100.00

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
- Letter of intent addressing the criteria for special exceptions and any other relevant information that you believe would assist staff and the Planning Commission in understanding the request for a special exception

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