



**Development Services
Department**
200 W. Vulcan
Brenham, TX 77833

Contact Us:
979-337-7220
cityofbrenham.org

SPECIAL EXCEPTION SUBMITTAL CHECKLIST

APPLICANT TO COMPLETE:

Initials		Staff Initials
	Cover letter addressed to Board of Adjustments explaining what is being requested and the reason(s)	
	Completed General Application	
	The appropriate Planning Fees have been paid	
	Site plan showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines (2) easements, if applicable	
	Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request	

Date: _____

Location Address: _____

Printed Name: _____

Signature: _____



For office use only

APPLICATION NO. _____

MEETING DATE: _____

DATE SUBMITTED: _____

CITY OF BRENHAM
GENERAL APPLICATION

Type of Application

- | | |
|---|--|
| <input type="checkbox"/> Variance from Appendix A: Zoning | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Specific Use Permit | <input type="checkbox"/> Plan Review |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat/Replat/Amending Plat |
| <input type="checkbox"/> Variance from Chapter 21: Signs | <input type="checkbox"/> Other: _____ |

Property Owners Information

Name _____

Principal Officers (If Corporation) President _____

Secretary _____

Address _____

Telephone Number _____ E-mail Address _____

Applicant Information

Name _____

Address _____

Telephone Number _____ E-mail Address _____

Agent or Engineer Information

Name _____

Address _____

Telephone Number _____ E-mail Address _____

Location of Property

Street Address: _____

Legal Description (attach metes and bounds description if not subdivided):

Subdivision: _____ Block(s): _____ Lot(s): _____

Zoning Information

Existing Zoning : _____

Proposed Zoning: _____

Reasons for requesting zone change:* _____

Variance Information

Section of Code from which variance is described:* _____

Describe variance requested:* _____

Reasons for requesting variance:* _____

Proposed Property Use

Describe in detail the proposed operation at this location:*

Construction Value \$ _____

Site plans are required for variance, special use, and plan review requests; please see Ordinance No. 0-05-007 for minimum site plan requirements.

I, _____, being the owner (or authorized agent) of the above described property, do hereby certify the information set forth above is true and correct. I further request that the Planning & Zoning Commission/Board of Adjustments/Plan Review Committee review this matter and take appropriate action.

Owner

Agent

*use attachment, if necessary

PERMITTING INFORMATION

ORDINANCE NO. 0-05-007 REQUIRES THE FOLLOWING:

- An application for a building permit shall be accompanied by a site plan and floor plan for all one- and two-family dwellings, commercial building and apartments five thousand (5,000) square feet or less. Large commercial and apartment buildings over five thousand (5,000) square feet, will require a full set of plans, including plumbing, electrical, mechanical, structural, final topography, MEP site plans, and all architectural and engineering seals. Utility requirements should be noted on all plans.
- Site plans must show:
 - (1). Plan drawn to scale of not smaller than one inch = 50' and labeled.
 - (2). Plan must show dimensions of all property lines.
 - (3). All existing and proposed structures must be shown with building dimensions and distances from property lines.
 - (4). Access must be shown with dimensions, shape, and location.
 - (5). All recorded public easements shall be shown and property dimensioned
 - (6). Location and width of curbs, draining ditches, sidewalks, and right-of-ways.
 - (7). Parking areas must be carefully shown dimensioned.
 - (8). Proposed finished floor elevation and top of curb elevations shall be noted. The floor plans shall include the proposed utility requirements for the structure. Plan review will be completed within ten (10) working days after submission of plans on most applications. Larger projects may take longer. After review, individual permits will be issued for building, electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual permits will be issued for building electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual contractor shall be responsible for inspection of his work. All plumbing, mechanical, fire system and irrigation contractors must show appropriate state license and proof of insurance. All electrical contractors shall have a current state license and all employees must have property journeyman or apprentice license on job. All extensions, taps, permit fees or deposits shall be paid at the time the permit is issued.
- Prior to construction, the contractor or owner shall verify with the city all utility locations and depths. The contractor shall be responsible for placing a string line on a minimum of two (2) property lines, the front and one side. The building inspector may request string lines on additional property lines. These string lines shall be in place at the time of the foundation inspection.
- All alterations to building layout, electrical, mechanical, plumbing and structural must have amended drawings and city approval prior to construction.
- The property owner is responsible for location of property lines and underground utilities. Fences shall not obstruct drainage or redirect drainage on adjacent property. Any fence along or across an easement may be removed by utility personnel. The city is not required to reconstruct any fences inside of utility easements.
- All retainer wall construction requires written approval of the city prior to construction. All cut and/or fill on an improved property requires written city approval prior to work.
- A certificate of occupancy will be issued at the completion of all new construction by the city building department. Permanent service will be connected upon issuance of the certificate of occupancy. No occupancy of the building will be allowed prior to the issuance of the certificate of occupancy. No exceptions will be made without written consent of the city building official.