



**ZONING BOARD OF ADJUSTMENT**

**SPECIAL EXCEPTION USE APPLICATION**

1400 Main Street, Suite 310  
Southlake, TX 76092  
Phone: (817) 748-8069

**ZBA CASE NO.:** \_\_\_\_\_

**FEE:** \$305.00

**Location of Application: (address/legal description)**

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Owner:	Applicant (if different than owner):
Address:	Address:
Telephone:	Telephone:
Email*:	Email*:

\*Email should only be provided if you consent to your email becoming part of public record

**SEU Permit Requested: (Circle # of Request per Section 44.12)**

- #1) Domestic Employee or Family Quarters #2) Accessory Building > Size Permitted #3) In-Home Daycare  
#4) In-Home Swimming Lessons #5) Non-Commercial Antennas and Satellite Dishes > Height Permitted  
#6) Setback Reduction for Residential Accessory Building or Structure #7) Accessory Building Located Forward of the Principal Building on the Lot

**Reason for Application:**

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EXPIRATION OF GRANTED REQUEST.

ZONING BOARD OF ADJUSTMENT RULES OF PROCEDURE, Section 7.1

Any special exception or variance granted or authorized by the Board shall authorize the issuance of a building permit and/or a Certificate of Occupancy, as the case may be, for a period of one year from the date of the favorable action of the Board unless said Board shall have in its action approved a different period of time and has so shown such specific period of time in the minutes of its action. If the building permit and/or Certificate of Occupancy shall not have been applied for within said one year period or such extended period as the Board may have specifically granted, then the special exception or variance shall be deemed to have been waived and all rights thereunder terminated. All applications for a request which have been denied shall be deemed to be denied with prejudice unless stated otherwise in the Board's written decision.

YOUR RIGHTS TO APPEAL THE BOARD'S DECISION.

LOCAL GOVERNMENT CODE, Section 211.011

Any of the following persons may present to a court of record a verified petition stating that the decision of the board of adjustment is illegal in whole or in part and specifying the grounds of the illegality: (1) a person aggrieved by a decision of the board; (2) a taxpayer; or (3) an officer, department, board, or bureau of the municipality.

The petition must be presented within ten days after the date the decision is filed in the board's office.

**Signature of Owner or Authorized Agent :** \_\_\_\_\_ **Date:** \_\_\_\_\_

# PROPERTY OWNER ACKNOWLEDGEMENTS

Notarized signature of *all* owners is mandatory.

*Use additional sheets if necessary.*

**Property Ownership Acknowledgement:** As owner of the property described in this application, I understand that my property is being considered for a Special Exception Use Permit.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name (Typed or Printed) \_\_\_\_\_

**Notary Acknowledgement:** Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For Texas

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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## Agent Authorization (if applicable)

**Agent Authorization:** I, \_\_\_\_\_, owner of the aforementioned property do hereby certify that I have given my permission to \_\_\_\_\_ to act as my agent for this special exception use permit request.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name (Typed or Printed) \_\_\_\_\_

**Notary Acknowledgement:** Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For Texas

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.