



CITY OF
BEDFORD

Discover the Center

**SPECIAL EXCEPTION
APPLICATION**

FOR THE
PLANNING AND ZONING COMMISSION

www.bedfordtx.gov

March 2012

City of Bedford

Application for a Special Exception

Name of Applicant: _____ Date: _____ Fee Paid: _____

Street Address of subject property: _____

Legal Description:

Lot (s) _____ Block (s) _____ of the
 _____ Addition to the City of Bedford, Texas;
 or Tract (s) _____ of the _____ Survey,
 Abstract No. _____, to the City of Bedford, Texas.

I hereby certify that all information provided is true and correct and all schedules will be strictly adhered to.

Applicant (Signature):	Property Owner/Company-Organization (Signature):
(Printed name)	(Printed name)
(Company Name)	(Company Name)
(Street Address)	(Street Address)
(City, state & zip code)	(City, state & zip code)
(Telephone number) (FAX number)	(Telephone number) (FAX number)

I, the above signed property owner or _____ of the above described real property
 (Option-holder, etc.)

located in the City of Bedford, Texas hereby make application for Special Exception, by requesting the following (Describe Special Exception):

Indicate section of Ordinance under which the special exception is sought and state the grounds on which it is requested:

City of Bedford Submittal Requirements for a Special Exception

The following materials must be submitted **twenty five (25) days prior** to the Bedford Zoning Board of Adjustment meeting. Submit material(s) to the Office Development Services, City of Bedford, 2000 Forest Ridge Drive, Building B, Bedford, Texas 76021:

- 1- Completed Application for a Special Exception.
- 1- Site Plan drawing showing the Special Exception. (20 copies of plans shall be submitted if on sheets 36" by 24" folded to size 8 ½ by 11")
- 1- Set of 8 1/2" by 11" reproducible copies of all submitted exhibits.
- 1- Application **fee** of \$100.00 (non refundable)

The required application fee and the information, drawings, or attachments in the form as requested must be provided or the application shall be deemed incomplete; it shall not be placed on the agenda until all information, fees, drawings, or attachments are deemed to be complete. Failure to provide any necessary **revised** material by the submittal deadline will likely delay the consideration of the Special Exception application.

You will receive an agenda and review comments from the Office of Planning and Community Development. A written response to the comments and any revised material must be submitted to the Office of Planning and Community Development by noon the Friday prior to the Zoning Board of Adjustment meeting.

The Bedford Zoning Board of Adjustment meets at 5:30 P.M. for a workshop and at 6:00 P.M. for the regularly scheduled meeting on the third (3rd) Monday of each month. You or your representative need to attend the meeting to present your request for a Special Exception and to answer any questions that may arise. **Failure to attend the regularly scheduled meeting will likely result in the item being either tabled or denied.**

The Bedford Zoning Board of Adjustment is specifically authorized to pass Applications for Special Exceptions according to the terms of the Bedford Zoning Ordinance; to decide such questions as are granted; and to grant Special Exceptions with such conditions and safeguards as are appropriate, or to deny a Special Exception when not in harmony with the purpose and intent of this Ordinance. A Special Exception shall not be granted by the Bedford Zoning Board of Adjustment unless and until:

- (1) Written application for a Special Exception is submitted indicating the section of the Bedford Zoning Ordinance under which the Special Exception is sought and stating the grounds on which it is requested.
- (2) Notice shall be given at least fifteen days in advance of the public hearing. The owner of the property for which Special Exception is sought or his or her agent shall be notified by mail. Notice of such hearing shall be posted at the City Hall and one other public place at least fifteen (15) days prior to the public hearing.
- (3) The public hearing shall be held. Any party may appear in person or by agent or attorney.
- (4) The Bedford Zoning Board of Adjustment shall make a finding that it is empowered under the **Section 6.5** of the Bedford Zoning Ordinance described in the application to grant the Special Exception, and that granting of the Special Exception will not adversely affect the public interest.
- (5) The application fee has been paid in full.

In granting any Special Exception, the Bedford Zoning Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with the City of Bedford Zoning Ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the Special Exception is granted, shall be deemed a violation of this ordinance and punishable under *Section 6.9, Penalties for Violation* of the City of Bedford Zoning Ordinance. The Bedford Zoning Board of Adjustment shall prescribe a time limit for within which the action for which the Special Exception is required shall be begun or completed, or both. Failure to begin or complete, or both such action within the time limit set shall void the Special Exception.