



City of Nolanville  
Zoning Board of Adjustments  
Special Exception Application

**Instructions: (Please read carefully)**

1. Please print with blue or black ink.
2. This application must be filled out completely and accurately. All required material must be attached to the application. Incomplete submittals will be returned to the applicant. The Planning Department cannot guarantee a deadline extension to allow for submittal of omitted information or materials.
3. The application must be signed by all legal owners of the subject property or by the legally authorized agent for the property owner(s). If the request is submitted by an agent, a notarized Designation of Agent form signed by all the legal property owner(s) must be attached to the application.
4. The following items shall accompany the application:
  - a. Special Exception Fee: Please refer to the current City Fee Schedule.
  - b. A copy of deed(s) of the subject property verifying legal ownership with no taxes due.
  - c. A legible site plan or plot plan indicating the requested variances.
  - d. A letter describing in detail the reason(s) for the request.
  - e. Other materials, as appropriate (i.e. photos, slides, drawings, plats, petitions, etc.)
  - f. Provide a listing of all property owners with their addresses within a 200' radius of the subject property.

**City Administration Only**

Submittal Date: \_\_\_\_\_ Application Fee: \_\_\_\_\_

BOA Meeting Date: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Property Owners Name(s): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

