



SPECIAL EXCEPTION SUBMITTAL CHECKLIST

Note: This is not all-inclusive list and other reviews, processes and/or fees may apply.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for a special exception review and are generally what is needed to facilitate the review.

The Development Services Department is authorized to specify the form and manner in which all required information and plans are to be submitted. In addition to the information specifically required herein for a Special Exception review, the Development Services Department may require the applicant to submit additional plans, maps, sketches, drawings, and/or written statements. Additional information may be required to determine the impact on major infrastructure.

Application Requirements:

- Written Document:** Ten (10) copies of a written document containing the following:
 - The purpose of or reason for the proposed request
 - Description of the proposed request
 - A statement of intent addressing the criteria by which the Council will evaluate the request. The criteria are:
 1. The impact on adjacent property owners.
 2. The existence of a hardship that is not a result of the property owner's actions.
 3. The proposed location and height of the structure or use.
 4. The compatibility with the existing uses on the lot and surrounding uses.
 - Other documents as requested during the development review process
- Plan:** Fourteen (14) copies of any applicable plans showing any applicable information.
 - Location Map
 - Metes and bounds legal description with closure run
- Fee:** Fee paid as described in the Development Services Fee Schedule

Development Services Department

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