



BUILDING BASTROP

HONORING OUR AUTHENTIC PAST.
PLANNING FOR OUR SUSTAINABLE FUTURE.

Exception Application

Process Overview

1. Complete Submittal Package*, which includes: Application and associated Checklist Items
 2. Staff review, with comments issued as needed
 3. Exception Determination Letter issued by Planning Director
 - a. If determined the project DOES qualify as an Exception, submit permit application for project
 - b. If determined the project DOES NOT qualify as an Exception by the Planning Director, the City Manager will make determination, followed by a City Council determination if needed.
- *Incomplete submittals will not be accepted

Select your Exception

- No Impact Project
- Ongoing Project
- Grandfathered Project

Property Owner

Name: _____

Address: _____

City, State Zip: _____

Phone Number: _____ E-mail Address _____

Applicant

Name: _____ Role (i.e. developer, agent, etc.): _____

Company Name: _____

Address: _____

Phone Number: _____ E-mail Address _____

Project Information

Project Name: _____

Property Address: _____ BCAD Property ID: _____

Legal Description: _____

Current Use(s) of the Property: _____

Nature of the Project: _____

Existing Zoning District: _____



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Total Property Area (sq ft): _____ Total Number Lots: _____

Total Area of Impervious Surface (sq ft): Existing: _____ Proposed: _____

Total Number of Buildings: Existing: _____ Proposed: _____

Footprint of Each Building (sq ft):

Existing: _____

Proposed: _____

Total Number of Dwelling Units by Type (single family, duplex, multi-family, etc.):

Existing: _____

Proposed: _____

Amount of Non-Residential Square Footage (ground floor building footprint only) by Type (office, retail, commercial, industrial, warehouse, etc.). If project is mixed-use (mix of uses on same lot, please specify):

Existing: _____

Proposed: _____

Number of Phases of Development: _____

Explain the current drainage pattern on the site (submit attachment if needed): _____

Explain the drainage pattern of the site after the project is complete (submit attachment if needed): _____

No Impact Projects:

- Yes No Will the project increase density on site?
- Yes No Will the project increase or impact impervious cover?
- Yes No Will the project expand the footprint of an existing structure?
- Yes No Will the project alter the current drainage pattern on the property?

Ongoing Projects:

List of Permit(s) and Numbers (if available): _____

Applicant Certification

The applicant certifies that the facts stated herein and exhibits attached hereto are true, correct, and complete. Signature below also authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted.

Signature and Title

Date



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Additional Information Required for Grandfathered Projects

1. Please indicate permits or development approvals received that are the basis to establish rights to complete the Project. Please specify all that may be applicable and include copies of the permit.

CONSENT AGREEMENT/DEVELOPMENT AGREEMENT/MEMORANDUM OF UNDERSTANDING		
Name:		Approval Date:
Expiration Date:	Volume No.:	Page No.:
PLANNED DEVELOPMENT DISTRICT (PDD) PLAN		
PDD Name:		Ordinance No.:
Approval Date:	Last Revision Date:	Acreage:
PLAT APPLICATION		
<i>Note: Plat must be approved within 24 months of application submittal date</i>		
Plat Name:		
Legal Description:		
Submittal Date:	Expiration Date:	Acreage:
APPROVED/RECORDED PLAT		
<i>Note: If plat is not recorded within 2 years of plat approval permit rights will expire</i>		
Plat Name:		
Legal Description:		
Approval Date:	Expiration Date:	Acreage:
Recording Date:	Volume No.:	Page No.:
OTHER PERMIT		
Type of Permit:		Submittal Date:
Permit No.:	Date Issued:	Expiration Date:



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2. Date establishing claim of rights for this Project: _____

3. **Describe any construction or related actions that have taken place on the property since that date:** *Include the date, nature and extent of each physical improvement to the property including structures, utilities, roads, driveways, etc.*

4. **Describe how the Project has addressed drainage:** *Include the standards and assumptions used, impact to this property and adjacent properties, stormwater flows from the Project, etc.*



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5. Authorization from Property Owner

I, _____, swear and affirm that I am the owner of property at _____, as shown in the records of Bastrop County, Texas, which is the subject of this application.

I, _____, the owner of the property subject to this Grandfathered Project Exception Application, authorize to submit the application and serve as my representative for this request.

Property owner's signature

Date

6. Sworn statement:

I, the undersigned, hereby certify that all information contained herein and the attached documents are true and correct and that it is my belief that the property owner is entitled to the requested rights for this Project and, during the pending time of this determination, I understand my continuing obligation to notify the Development Services Director in writing of the inaccuracy of any statement or representation which was incorrect when made or which becomes incorrect by virtue of changed circumstances.

Applicant's Name

Applicant's signature

Date

Sworn to and subscribed before me by _____ on this _____ day of _____

_____ in the year _____, to certify which witness my hand and seal of office.

Notary Public, State of Texas