

**APPLICATION TO APPEAR BEFORE THE ZONING  
BOARD OF ADJUSTMENT OR THE CITY  
COUNCIL FOR A SPECIAL EXCEPTION**  
*8001 Shin Oak Drive, Live Oak, Texas 78233  
(210)653-9140, ext. 2219*

**SPECIAL EXCEPTION APPLICATION**

**Name of Applicant/Agent:** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact information: Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Legal Description:** Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**(NOTE: If property is not platted, attach a copy of the metes and bounds description and survey/drawing)**

**Present Use of Property:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Provide a narrative detailing the proposed antenna facility with the following content information:**

i. Whether the proposed structure is a co-location, a new monopole tower or a new alternate mounting structure.

\_\_\_\_\_  
\_\_\_\_\_

ii. The height of the proposed tower: \_\_\_\_\_

iii. Why the antenna facility is necessary at the proposed location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iv. The name(s) of the telecommunications providers or other users of the antenna or tower and describe the use to be made by each user;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

v. Whether the applicant has made an effort to co-locate the facilities proposed for this antenna facility on existing antenna facilities in the same general area. Identify the location of these existing sites, and describe in detail these efforts and explain in detail why these existing sites were not feasible:

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vi. Attach all studies or tests performed which demonstrate why the existing sites will not provide sufficient signal coverage.

vii. Provide written documentation from existing sites' owners and/or operators which confirm the statements provided.

viii. Indicate whether the existing sites allow/promote co-location and, if not, describe why not:

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ix. Whether co-location will be allowed to other telecommunications providers at the requested site. If they are not allowed, state every reason and the basis of each reason.

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**SUBMITTALS**

(1) Provide a site plan of the proposed antenna facility at a scale of 1" = 30'. The site plan should be on a single 24"x 36" sheet (14 copies) and include:

- a. A survey and legal description of the proposed antenna facility
- b. A detail on how access to the site is to be achieved;

**CONTINUED ON NEXT PAGE**

- c. **A plan view layout of the proposed antenna facility clearly showing:**
- The location of the facility
  - All equipment and structures in the proposed antenna facility
  - The required off-street parking space,
  - Distances to property lines,
  - Required setbacks,
  - Adjacent land uses and zoning designations,
  - Existing structures on the site,
  - Required landscaping or screening of the base of the tower,
  - All recorded and proposed easements, and
  - Natural features, such as water courses and trees.
- d. **Elevation drawings showing:**
- The design and height of the proposed antenna facility.
  - Detailed drawings of all structures and equipment
  - Screening requirements
  - All requirements specified in wireless antenna facility special exception request site plan check list.
- e. If the requested location is in a residential district, the applicant must provide evidence that they have made an effort to locate the facility in a nonresidential district. Identify the location of these nonresidential district sites, describe in detail these efforts, and explain in detail why these nonresidential sites were not feasible. Attach all studies or tests performed which demonstrate why the nonresidential sites will not provide sufficient signal coverage.
- f. Provide a map showing the proposed provider’s current coverage area for the city. The map must show the roadway network and be labeled. The applicant must also provide propagation analysis showing the areas the site would cover. The propagation analysis must be labeled and have a legend.
- g. Describe the applicant’s master antenna facilities plan for the city. Attach maps and other related documentation. Provide information indicating each phase of the plan.

**Application fees** – The application fee for consideration of a special exception under this article is **\$500.00** and the actual engineering expenses expended by the city in review of the applicable application.

**Please initial the following important reminder:**

**APPEARANCE AT MEETINGS**

It is strongly advised that the applicant be represented at the hearing. The Board may deny requests for which the applicant or an agent do not appear.

*I hereby certify that the information provided is true and correct to the best of my knowledge.*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
**Applicant/Agent\***

**\*If signed by an agent, a letter of authorization must be furnished by the property owner.**

**FOR OFFICE USE ONLY**

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

Application Received By: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Zoning: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Variance to Section(s) No.: \_\_\_\_\_

Checklist: Site Plan \_\_\_\_\_ Metes & Bounds/Survey \_\_\_\_\_ Agent Letter

**See meeting schedule on the next page:**

**A Special Exception request will require a Public Hearing of the Board of Adjustments**

**Submittal Schedule**

<b>Joint Public Hearing Date @6:00 p.m. (Thursdays unless otherwise noted)</b>	<b>Application/Submittal to City Engineer Deadline date by 4:00 p.m.</b>	<b>Application/Submittal to the City Planning Dept. deadline date by 4:00 p.m.</b>	<b>Board of Adjustments Receive submittals for review</b>
January 21, 2021	December 15, 2020	December 15, 2020	January 14, 2021
February 18, 2021	January 15, 2021	January 15, 2021	February 11, 2021
March 25, 2021	February 15, 2021	February 15, 2021	March 18, 2021
April 22, 2021	March 15, 2021	March 15, 2021	April 15, 2021
May 20, 2021	April 15, 2021	April 15, 2021	May 13, 2021
June 24, 2021	May 15, 2021	May 15, 2021	June 17, 2021
July 22, 2021	June 15, 2021	June 15, 2021	July 15, 2021
August 26, 2021	July 15, 2021	July 15, 2021	August 19, 2021
September 23, 2021	August 15, 2021	August 15, 2021	September 16, 2021
October 21, 2021	September 15, 2021	September 15, 2021	October 14, 2021
<b>November 18, 2021 **</b>	<b>October 15, 2021</b>	<b>October 15, 2021</b>	<b>November 11, 2021</b>
<b>December 23, 2021 **</b>	<b>November 15, 2021</b>	<b>November 15, 2021</b>	<b>December 16, 2021</b>
January 20, 2022	December 15, 2021	December 15, 2021	January 13, 2021
February 17, 2022	January 15, 2022	January 15, 2022	February 10, 2022

- All Board of Adjustment (BOA) meetings are scheduled on an as need basis.
- Meeting time is subject to change in the event of a Joint Public Hearing (JPH) or Public Hearing (PH) is scheduled in conjunction with the regularly scheduled BOA meeting.
- **\*\* Indicates this meeting has been tentatively cancelled due to the holiday.**