



Temporary Noise Exemption Permit Application Instruction Sheet

As provided by Southlake Ordinance 778, a person may apply for a permit to engage in any activity that creates a noise that would otherwise constitute a nuisance or a violation. The application must be received in writing at least **ten (10)** calendar days prior to the requested date.

As the applicant

1. You must provide written notice to all property owners within 200 lineal feet of the property upon which the noise originates, measured from property line to property line. A copy of a notification letter is attached to this application.
2. You must attach a copy of the signed notification letter (signed by the property owner) or evidence of similar notice containing the same information (address, phone number(s), signature of property owner and Police Department phone numbers). If the residence or business is unoccupied, note this on a notification letter.
3. You shall display the issued PERMIT CARD on site during the date(s) and time(s) of event.
4. You may appeal to the City Manager if application is denied or modified.
5. You may also request a variance by the City Council by making application with a \$100 non-refundable fee.

Instructions for using interactive map to obtain measurements from property line to property line:

1. Go to the City of Southlake's website www.cityofsouthlake.com. Select **Our Government**, then **Planning & Development Services**. From the side bar, choose **Planning & Development Services**, then **Planning & Zoning > Maps, Interactive Zoning Map**. Click on the link within the text **Interactive Zoning Map** or <https://www.cityofsouthlake.com/2505/Interactive-Zoning-Map>.
2. Enter address where noise will originate in the box at the top left of the screen & search.
3. Locate the property. Center address on the screen so that all surrounding properties can be seen.
4. Use the ruler icon at the top left of the screen. A **Measurement Results** box will appear.
5. Click on the far left ruler in the Measurement Results box, then place the curser at the property line where the noise will originate and draw a line to an adjoining property line. Do this for each adjoining property. **Note:** *Unclick the ruler after each measurement.* A calculated measurement will appear in the Measurement Results box. The property/business owner shall be provided a notification letter when the resulting measurement is 200 lineal feet or less.



Temporary Noise Exemption Permit Application Form

Filing/application fee: \$25.00, non-refundable, submitted with application. *Governmental agencies are exempt from fees.*

Address of noise activity: _____

Date(s) of event: *(Maximum of two dates):* _____

Estimated time of event *(example: 5 a.m. – 10 a.m.):* _____

Type of noise: *(music, construction):* _____

Reason for request *(exceeds noise levels, exceeds hours allowed):* _____

Applicant Name *(please print):* _____

Applicant Mailing Address: _____
(Street) *(City, State, Zip)*

Daytime ph #: _____ **Cell #:** _____

Night ph #: _____ **Email:** _____

Property Owner Name *(if different from Applicant):* _____

Note: If different, applicant must attach a letter from the property owner authorizing use.

Address: _____ **City:** _____ **ST** _____ **Zip** _____

By signing this application, applicant acknowledges that all property owners within 200 lineal feet have been provided written notification of pending noise, which will allow the property owner(s) to voice support or opposition. Applicant also agrees that a signed letter from all affected property owners, to include signature, name and address, has been attached to this application.

This permit may be revoked at any time.

Applicant Signature: _____ **Date:** _____

Print Name: _____

Submit form to: Southlake Police Department, 600 State Street, Southlake, TX 76092

OFFICE USE

Application is: ☐ Approved ☐ Modified ☐ Denied By: _____ Date: _____

Applicant notified: ☐ Mail ☐ Fax ☐ email ☐ Telephone By: _____ Date: _____

Appeal or Variance decision: _____ Permit card issued: _____

Permit card issued by: _____ Date: _____



Noise Exemption Permit Application Notification

Note to Applicant: This notice is required to be delivered to all property owners within **200 lineal feet** of the property upon which the noise originates. The distance is measured from property line to property line. This notice must be signed by the property owner and returned with the application.

Name of Property Owner Notified

Address of Property Owner Notified

Re: Notification of Noise Exemption Permit Application

Dear Resident or Business Occupant,

In accordance with City Ordinance 778, you are being notified that an application has been submitted to the City of Southlake requesting a permit for a temporary exemption to the provisions of the noise ordinance for the purpose of (type of noise) _____. The requested dates/times are _____.
Month, Date, Year Time

You may contact representatives to voice your support or opposition regarding this permit application by calling the Police Department at 817-748-8114.

If you have any questions for the applicant you may contact the Applicant (*Applicant's – the person applying for the exemption*):

Applicant name

Company name, if applicable

Title, if applicable

Cell and/or office phone number

E-mail address

Thank you,

Applicant's signature

Property Owner's signature indicating notification has been received.

Property owner or Bus. Occupant