



## APPLICATION FOR A SPECIAL USE PERMIT

### APPLICANT

If applicant is NOT owner of property, Agent Authorization Form must be completed.

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

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

\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Status:       Owner       Tenant       Purchaser       Other

### PROPERTY DEVELOPMENT INFORMATION

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

Legal Description:

Property is subdivided:      Addition: \_\_\_\_\_

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

Property is not subdivided:      Survey: \_\_\_\_\_

Abstract#: \_\_\_\_\_ Tract: \_\_\_\_\_

Existing Classification: \_\_\_\_\_

Developer: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____
Surveyor: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____

Present use of the property: \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

Status of development plans:       None       Site Plans Complete       Building Plans Complete



**ACKNOWLEDGMENTS**

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing thereon. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the Town. I further acknowledge that attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing, and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the Town Council.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the Town Secretary, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and the Town Council. I understand that the filing fee is not refundable upon withdrawal of the proposal.

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

State of Texas )  
County of )

Sworn and subscribed before me the undersigned notary public this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission Expires:  
Seal:

**OFFICE USE ONLY**

Application Checklist:

- Complete application form
- Agent Authorization Form (if necessary)
- Application Fee
- Site Plan
- Additional Submittals Information

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked for completeness: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Remarks: \_\_\_\_\_

Set for P&Z: \_\_\_\_\_ Set for Council: \_\_\_\_\_



- Any final environmental assessment and/or final environmental impact statement that may be required pursuant to state or federal statutes
- Copies of studies or analyses upon which have been based projections for need or demand for the proposed facility
- Copies of studies or analysis upon which alternatives have been considered and evaluated
- Description of present use, assessed value & actual value of the land affected by the proposed facility
- Description of the proposed use, anticipated assessed value and supporting documentation
- Description of any long term plans or master plan for the future use or development of the property
- Description of the applicant's ability to obtain needed easements to serve the proposed use
- Description of the type, feasibility and cost of any proposed mitigation necessary to make the proposed use compatible with current and future land use patterns
- Description of any special construction requirements that may be necessary for any construction or development on the subject property
- If the proposed use will result in a significant increase in traffic, a traffic impact analysis prepared by a certified professional engineer qualified in the field of traffic engineering and forecasting
- A noise management plan detailing the projected noise produced by the proposed use, including, but not limited to, the projected noise volume and duration, and the noise mitigation measures proposed to be implemented