

SPECIFIC USE PERMIT (SUP) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____
Date: _____

Signature of Owner _____ Printed Name of Owner _____
Date: _____

SECTION 2. PERMIT REQUEST INFORMATION

Property Location: _____

Legal Description: _____

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

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SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<input type="checkbox"/>	<p>A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to:</p> <ul style="list-style-type: none"> • the paving of streets, alleys and sidewalks, • means of ingress and egress to public streets, • provisions for drainage, • adequate off-street parking, • screening and open space, • heights of structures, • compatibility of buildings, • hours of operation, and • time limits. <p>A letter justifying the request and addressing the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.</p> <ol style="list-style-type: none"> 1) The use is harmonious and compatible with surrounding existing uses or proposed uses; 2) The activities requested by the applicant are normally associated with the permitted uses in the base district; 3) The nature of the use is reasonable and appropriate in the immediate area; 4) Any negative impact on the surrounding area has been mitigated; and 5) That any additional conditions specified ensure that the intent of the district purposes are being upheld.
<input type="checkbox"/>	A legal description or meets and bounds description of the property.
<input type="checkbox"/>	<p>Concept Plan. The plan shall be to scale and show the following:</p> <ul style="list-style-type: none"> • topography, • and boundary of SUP area; • physical features of the site; • existing streets, alleys and easements; • location of future public facilities; • parking ratios, the final Detailed Site Plan; • building height and location, elevations; • site landscaping; • off-street parking facilities; • size, height, construction materials, and locations of buildings and the uses to be permitted; • location and instruction of signs; • means of ingress and egress to public streets; • the type of visual screening such as walls, plantings and fences; • the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200') and; • other information to adequately describe the proposed development and to provide data for approval.
<input type="checkbox"/>	Evidence of communicating the proposal with the adjacent neighborhood
<input type="checkbox"/>	Trip Generation Form and, if required per Section 5.03, Traffic Impact Analysis
<input type="checkbox"/>	Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee.