



## SPECIFIC USE PERMIT (SUP) APPLICATION

### SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: First Baptist Church Keller  
Street Address: 225 Keller Parkway  
City: Keller State: Texas Zip: 76248  
Telephone: 817-431-2545 Fax: \_\_\_\_\_ E-mail: jimbrown53@me.com  
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 \_\_\_\_\_ Signature of Owner \_\_\_\_\_ Printed Name of Owner \_\_\_\_\_  
Date: \_\_\_\_\_ 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: Church  
Proposed Use of Property: Church with private Christian school

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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"> <li>• the paving of streets, alleys and sidewalks,</li> <li>• means of ingress and egress to public streets,</li> <li>• provisions for drainage,</li> <li>• adequate off-street parking,</li> <li>• screening and open space,</li> <li>• heights of structures,</li> <li>• compatibility of buildings,</li> <li>• hours of operation, and</li> <li>• time limits.</li> </ul> <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"> <li>1) The use is harmonious and compatible with surrounding existing uses or proposed uses;</li> <li>2) The activities requested by the applicant are normally associated with the permitted uses in the base district;</li> <li>3) The nature of the use is reasonable and appropriate in the immediate area;</li> <li>4) Any negative impact on the surrounding area has been mitigated; and</li> <li>5) That any additional conditions specified ensure that the intent of the district purposes are being upheld.</li> </ol>
<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"> <li>• topography,</li> <li>• and boundary of SUP area;</li> <li>• physical features of the site;</li> <li>• existing streets, alleys and easements;</li> <li>• location of future public facilities;</li> <li>• parking ratios, the final Detailed Site Plan;</li> <li>• building height and location, elevations;</li> <li>• site landscaping;</li> <li>• off-street parking facilities;</li> <li>• size, height, construction materials, and locations of buildings and the uses to be permitted;</li> <li>• location and instruction of signs;</li> <li>• means of ingress and egress to public streets;</li> <li>• the type of visual screening such as walls, plantings and fences;</li> <li>• 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;</li> <li>• other information to adequately describe the proposed development and to provide data for approval.</li> </ul>
<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.



*First Baptist Church*  
K E L L E R

225 Keller Parkway, Keller, TX 76248  
817 431 2545  
[www.fbckeller.org](http://www.fbckeller.org)

City of Keller  
P.O. Box 770  
Keller, TX 76244

Attention: Amy Botcher  
Community Development  
Planning Tech.

March 4, 2021

My name is Keith Sanders. I have served as the Senior Pastor of First Baptist Church of Keller since 2005. FBC Keller has been serving the Keller community since 1882. In those nearly fourteen decades, the church has grown numerically and in ministry scope. We are excited about a wonderful ministry opportunity that has come about. Recently, the church family voted to welcome Harvest Christian Academy to move from its existing campus in Watauga to our campus at 225 Keller Parkway.

I am writing to request a specific use permit (SUP) so that they might begin that process. HCA currently holds not for profit status, and the plan is to maintain that status separate from FBC Keller. We believe that a full-service K-12 Christian school will be a great asset to the Keller community for many years to come, and we are excited about getting started. If you would like to speak with me or any of our pertinent committee members concerning this request, please contact me using the information provided.

Sincerely,

Keith Sanders  
Senior Pastor  
FBC Keller, TX  
[ksanders@fbckeller.org](mailto:ksanders@fbckeller.org)

















**First Baptist  
Church Keller**







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