

## SPECIFIC USE PERMIT (SUP) APPLICATION

### SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: TX OFFICE SUITES  
Street Address: 1544 KELLER PKWY SUITE 108-243  
City: KELLER State: TX Zip: 76248  
Telephone: 817-223-9907 Fax: 817-394-0551 E-mail: EXOFFICESPACE@GMAIL.COM  
Applicant's Status: (Check One) Owner ☐ Tenant ☐ Prospective Buyer ☐

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

Owner: TWIN PILLARS Properties  
Street Address: 2516 Deep Eddy Trl  
City: Keller State: TX Zip: 76248  
Telephone: 972-967-4307 Fax: \_\_\_\_\_ E-mail: WCterry@gmail.com  
Signature of Applicant: [Signature] Signature of Owner: Wayne C Terry  
Date: 8-16-18 Date: 8-16-18

### SECTION 2. PERMIT REQUEST INFORMATION

Property Location: 350/364 RUFFENAW  
Legal Description:  
Lot(s): 1 & 2 Block(s): A Subdivision Name: PECAN PARK - PHASE 2  
Unplatted Property Description:  
Abstract Name & Number: \_\_\_\_\_ Tract Number(s): \_\_\_\_\_  
If property is not platted, please attach a metes and bounds description.  
Current Zoning: TC Proposed Zoning: TC - OFFICE  
Current Use of Property: VACANT LAND  
Proposed Use of Property: OFFICE SIMILAR TO OFFICE IN PHASE 1

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### **SECTION 3. CHECKLIST**

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



The application fee



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. *PREVIOUSLY SUB.*



A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to:

- 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.
- A letter justifying the request and addressing the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.
  - 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.



A legal description or meets and bounds description of the property.



Concept Plan. The plan shall be to scale and show the following:

- 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.



Evidence of communicating the proposal with the adjacent neighborhood



Trip Generation Form and, if required per Section 5.03, Traffic Impact Analysis



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.