

## SPECIFIC USE PERMIT (SUP) APPLICATION

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

Applicant/Developer: Nicholas and Janine Stevens  
Street Address: 1660 Willis Lane  
City: Keller State: TX Zip: 76248  
Telephone: 817-514-9780 Fax: \_\_\_\_\_ E-mail: jpstevens1660@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: Nicholas and Janine Stevens  
Street Address: 1660 Willis Lane  
City: Keller State: TX Zip: 76248  
Telephone: 817-514-9780 Fax: \_\_\_\_\_ E-mail: jpstevens1660@gmail.com

Nicholas Stevens  
Signature of Applicant  
Date: 2-17-19

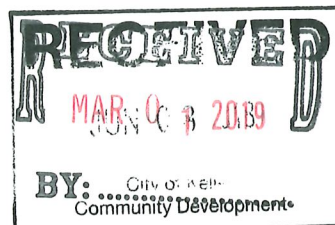
Nicholas Stevens NIL STEVENS  
Signature of Owner Printed Name of Owner  
Date: 2-17-19

Janine Stevens  
Signature of Applicant  
Date: 2/15/19

Janine Stevens Janine Stevens  
Signature of Owner Printed Name of Owner  
Date: 2/15/19

### SECTION 2. PERMIT REQUEST INFORMATION

Property Location: 1660 Willis Lane  
Legal Description:  
Lot(s): 1 Block(s): A Subdivision Name: Sondra Smith Addition  
Unplatted Property Description:  
Abstract Name & Number: \_\_\_\_\_ Tract Number(s): \_\_\_\_\_  
*If property is not platted, please attach a metes and bounds description.*  
Current Zoning: SF36 Single Family Residence Proposed Zoning: SF36 Single Family Residence  
Current Use of Property: SF36 Single Family Residence  
Proposed Use of Property: SF36 Single Family Residence



## SPECIFIC USE PERMIT (SUP) APPLICATION

### 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> <li>• A letter justifying the request and addressing the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.                             <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> </li> </ul>
<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.





## **Special Use Permit Application Narrative**

February 15, 2019

Applicants/Owners: Nicholas and Janine Stevens

Address: 1660 Willis Lane, Keller, TX 76248

The residents of 1660 Willis Lane are requesting the approval of a Specific Use Permit in order to build an accessory building on the existing 2.2 acre property adjacent to the house and not visible from the street. The proposed building will be used as a guest house for family members in order to accommodate a growing family such as grandchildren, aging family members, in-laws, etc. Due to potential length of stay by family members and potential size of visiting group, this proposal is citing a full kitchen.

The one-story accessory building will be complimentary to the main structure and will be constructed with steel roofing, similar brick and hardy board siding, and similar stonework, which will be limited and based on cost. The proposed square footage for the accessory building is 1,886, which includes a covered front porch. There will be no additional streets, alleys, or sidewalks and means of ingress and egress to public streets will be through the existing driveway. The existing driveway and garage will be utilized for adequate off-street parking. The height of the accessory building will be exceed the existing structure and is included in the architectural drawings. Any negative impact to existing trees and plants will be mitigated and avoided. We have reviewed Section 8.10 of the Unified Development Code Section and are compliant with regulations. We are working with the original builder of the main structure, Michael Garabedian, and the original architect, Carol Boerder-Synder, who will also ensure that all easements, setbacks, and elevation requirements are appropriately addressed.

### **Contact Information:**

#### **Applicants/Owners:**

**Janine and Nicholas Stevens**

1660 Willis Lane

Keller, TX 76248

817-514-9780

#### **Builder:**

**Michael Garabedian**

Garabedian Properties

1717 Buckingham Drive

Keller, TX 76262

817-748-2669

#### **Architect:**

**Carol Boerder-Synder**

Boerder-Synder Architects

4445 Alpha Road

Suite 105B

Dallas, TX 75244

214-236-1126



**BY: .....**