CITY HALL • POST OFFICE BOX 591 • SEGUIN, TEXAS 78156 • (830) 401-2305 • FAX (830) 401-2430

SUP - _____ - _____

CITY OF SEGUIN

APPLICATION FOR SPECIFIC USE PERMIT

Applicant(s) _____

Applicant's Mailing Address _____

_____

Applicant's Phone _____

Property Owner(s) of Record _____

_____

Owner's Mailing Address (If different from applicant) _____

_____

Property Owner's Phone _____

Address or General Location of Property _____

_____

Legal Description (If platted) _____

_____

_____

Property Size _____ Acre(s)

Zoning Classification _____

Existing Use of Land and Building(s) _____

_____

PERMIT HISTORY

_____ NEW SPECIFIC USE PERMIT

_____ AMEND SPECIFIC USE PERMIT FOR EXISTING USE

_____ RENEWAL OR EXTENSION OF SPECIFIC USE PERMIT FOR EXISTING USE

Fee: $250.00 dollars

REQUESTED SPECIFIC USE

PROPOSED USE REQUIRING PERMIT _____

_____

DESCRIPTION OF CHARACTERISTICS OF PROPOSED USE, INCLUDING INDOOR AND OUTDOOR FACILITIES AND SPECIAL EQUIPMENT OR VEHICLES USED, AS APPLICABLE

_____

_____

_____

_____

ANTICIPATED OCCUPANCY, INCLUDING NUMBER OF RESIDENTS, EMPLOYEES, SEATS, OR OTHER MEASURES OF CAPACITY, AS APPLICABLE

_____

GROSS FLOOR AREA _____ SQ.FT. HOURS OF OPERATION _____

SUBMITTAL REQUIREMENTS

Site Plan, preferably submitted on paper no larger than 11"x17" showing dimensions of property, location of site with respect to streets and adjacent properties, location and dimensions of buildings and paved off-street parking spaces, signs, fences, landscaping, outdoor lighting and any other features of the site which are applicable to the requested specific use.

I hereby affirm that if I am not the property owner of record, or if the applicant is an organization or business entity, I have been authorized to represent the owner, organization, or business in this application. I certify the preceding information is complete and accurate, and it is understood that I or another representative should be present at all meetings concerning this application.

SIGNATURE _____ DATE _____

PRINTED OR TYPED NAME _____

NEXT MEETING DATE _____ APPLICATION DEADLINE _____

ACCEPTED BY _____ DATE _____ SUP-_____-_____

Section 5. Specific Use Permit

A. Purpose: The Planning and Zoning Commission shall review and then approve, deny, or conditionally approve those uses for which Specific Use Permits are required. These generally have unusual nuisance characteristics or are of a public or semi-public character often essential or desirable for the general convenience and welfare of the community. Due to the nature of the use, the importance of the use's relationship to the Comprehensive Plan, or possible adverse impacts on neighboring properties, review, evaluation, and exercise of planning judgment relative to the location and site plan of the proposed use is required. A Specific Use Permit shall not be requested, approved or conditionally approved as a substitute for rezoning when rezoning the property in question would be appropriate under this ordinance.

B. Permit required: A building permit or certificate of occupancy shall not be issued for any use to be located in a zoning district which permits that use only as a specific use unless and until a Specific Use Permit has first been issued in accordance with the provisions of this Section.

C. Application procedure: An application for a Specific Use Permit shall be filed with the Planning Department on a form provided by that Department. The completed application shall be accompanied by a site plan which, along with the application, will become a part of the Specific Use Permit, if approved. The accompanying site plan shall provide the following information:

1. Data describing all the processes and activities involved with the proposed use;

2. Boundaries of the area covered by the site plan;
3. The location of each existing and proposed building and structure in the area covered by the site plan; and
4. The location and dimensions of all curb cuts, public and private streets, and parking and loading areas.

D. Public Hearings: The notification shall be the same as found in Section 2 of the Zoning Ordinance. A public hearing for a Specific Use Permit shall be convened before the Planning and Zoning Commission.

E. A Specific Use Permit shall be issued only if all of the following conditions have been found:

1. That the specific use will be compatible with and not be injurious to property in the immediate vicinity;
2. That the establishment of the specific use will not impede the normal and orderly development and improvement of surrounding vacant property;
3. That adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be provided;
4. The design, location and arrangement of all driveways and parking spaces provides for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments;
5. That adequate prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration;

6. That any lighting to be provided will be directional so as not to disturb or adversely affect neighboring properties;
7. That sufficient landscaping and screening to insure harmony and compatibility with adjacent property exists or will be provided; and
8. That the proposed use is in accordance with the Comprehensive Plan.

F. Additional conditions: In authorizing a Specific Use Permit, the Planning and Zoning Commission may impose additional reasonable conditions necessary to protect the public interest and welfare of the community.

G. Time Limit: A Specific Use Permit issued under this section shall become null and void unless construction or use is substantially underway within one-year from the date of approval, or unless an extension of time is approved by the Planning and Zoning Commission. A Specific Use Permit issued by the Planning and Zoning Commission shall become null and void, if the land use for which it was issued has been closed, vacated, abandoned, or changed to a different use for a period of one (1) or more years.

H. Revocation: A Specific Use Permit may be revoked or modified, after notice and hearing, for either of the following reasons:

1. The existence of any material error or misrepresentation in the application required in this section of the Ordinance; or
2. The Specific Use Permit was obtained or extended through misrepresentation or deception; or
3. That one or more of the conditions imposed by the permit has not been met or has been violated.

I. Amendments: No building, premises, or land used under a Specific Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amendment to the original Specific Use Permit has been obtained. The procedure for amendment of a Specific Use Permit shall be the same as for a new application.

J. Appeals for Specific Use Permits: Procedure for appeals shall be in accordance with Section 2.E. of the Zoning Ordinance.

K. Processing Fee: A processing fee of **$250.00** shall be required for the processing of each Specific Use Permit or appeal of a Specific Use Permit.