

**CITY OF SOUTHLAKE  
SPECIFIC USE PERMIT APPLICATION**

APPLICATION NO: ZA

	<u>APPLICANT</u>	<u>OWNER (if different)</u>
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
TELEPHONE:	_____	_____
FAX:	_____	_____

PRESENT ZONING: \_\_\_\_\_

REQUEST FOR SPECIFIC USE PERMIT IS AS FOLLOWS: Section 45.1 (     ); \_\_\_\_\_

**ALL OF THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION BY 5:00 P.M. ON THE SUBMITTAL DEADLINE (SEE SCHEDULE) TO BE CONSIDERED A COMPLETE SUBMITTAL. AN INCOMPLETE SUBMITTAL WILL BE RETURNED TO THE APPLICANT OR PROCESSED ON THE NEXT SUBMITTAL IF THE MISSING ITEMS ARE SUBMITTED AFTER THE DEADLINE.**

**Note:** Although a complete application is received by the submittal deadline, the case may be moved to a later meeting date. Planning & Zoning Commission agendas are limited by resolution to a certain number of cases and, therefore, may result in a backlog of development cases.

This application **must be signed and notarized by all owners** with checklist completed prior to submittal acceptance.

**Submittal Checklist**

1. \_\_\_\_ The appropriate application fee (checks payable to **The City of Southlake**).

<b>CITY USE ONLY:</b> Received on this the ____ day of _____ 20____. Signed:
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2. \_\_\_\_ Common description or address of property location:

3. \_\_\_ A **preliminary drainage study** prepared, sealed, signed and dated by a certified engineer. (This requirement may be waived by the City Engineer or the Community Development Director only **prior to** submittal of this application).

**Waiver approval signature:**

4. \_\_\_ A signed Avigation Easement and Right-of-Way with metes and bounds description if property lies within Airport Overlay Zone. (**not applicable** \_\_\_)
5. \_\_\_ The legal description of the property (**either A or B**).

**A. Platted Property**

This property is platted and described as:

Subdivision Name: \_\_\_\_\_

Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

County Plat Record:

**B. Unplatted Property**

This property is not part of a platted subdivision or addition, and the current owners deed is filed of record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of Tarrant/Denton County Deed Records. It is also described as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, Abstract No. \_\_\_\_\_, according to county tax records.

\_\_\_ A clear and legible metes and bounds description is required for all unplatted property and must be included with this application (8 1/2" x 11" or 14" format only).

\_\_\_ A current survey of the property (showing property lines and location of existing improvements) reduced to 11" x 17".

6. **A.** A **Concept Plan** and **Concept Plan Application** meeting the requirements of Section 41 of the Comprehensive Zoning Ordinance are required.

\_\_\_ 12 blueprints for Pre-Submittal and 10 blueprints for Formal Submittal

- folded 6" x 9"

\_\_\_ 1 reduction at 11" x 17"

**B.** A **Site Plan** and **Site Plan Application** meeting the requirements of Section 40 of the Comprehensive Zoning Ordinance are required for Specific Use No. 26 & No. 37.

- \_\_\_ 12 blueprints for Pre-Submittal and 10 blueprints for Formal Submittal folded  
6" x 9"
- \_\_\_ 1 reduction at 11" x 17"

7. \_\_\_ Copies of any written support documents (proof of ownership, development regulations, etc.)  
(1 copy of each)

The above information is true and accurate to the best of my knowledge.

SIGNATURE OF PERSON FILING REQUEST (must be owner of the property):

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## PROPERTY OWNER ACKNOWLEDGEMENTS

**Notarized signature of *all* owners is mandatory.**

Use additional sheets if necessary

***Property Ownership Acknowledgement:*** As property owner, I have read and understand the attached "Guidelines for Posting Zoning Signs" and understand it is my responsibility as the property owner to place the required signs in compliance with these guidelines. I hereby release the City of Southlake and its employees from liability for any damages which may be incurred to my property in the erecting, maintaining, or removal of said signs.

I hereby understand that it is necessary for me or my agent to be present at the Planning and Zoning Commission and City Council public meetings to represent this request.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Date

***Notary Acknowledgement No. 1:*** Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For Texas

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



**GUIDELINES FOR POSTING PUBLIC HEARING SIGNS  
(ZONING CHANGES, CONCEPT PLANS, SITE PLANS, SPECIFIC USE PERMITS)  
APPLICANT, OWNER OR AUTHORIZED AGENT  
MUST READ AND SIGN**

*Below are the procedural guidelines which must be closely followed when posting the signs to ensure proper consideration of the zoning issue.*

- I. The Applicant, Owner or Authorized Agent assumes responsibility for the placement of the public hearing signs on the same property listed in the application for the zoning change. These zoning signs are required by the Comprehensive Zoning Ordinance as part of the public notice process. Failure to place signs will result in mandatory tabling of the zoning change request.
- II. The signs must be in place on the subject property no more than ten (10) days after the submittal date for the development application.
- III. One (1) sign must be placed on each property line with street frontage. If the street frontage is greater than 1,000 feet, one sign must be placed for every one thousand (1,000) feet of street frontage. One sign must also be placed at every proposed tie-in or continuation of an existing public street.
- IV. Signs must be placed in the most prominently visible locations as possible, but should not be placed where they might serve as an obstruction of view for motorists. Ideally, the placement of signs ten to fifteen (10'-15') feet from the edge of the roadway, clear of any excessive undergrowth, would serve this requirement. The City reserves the right to request the signs be relocated to improve visibility.
- V. The signs must remain in place on the subject property throughout the time action is being taken on the zoning case. The Applicant, Owner or Authorized Agent should notify the City if a sign appears to have been removed from the property.

*I have read the above requirements concerning the posting of zoning change signs and understand my responsibilities as the Applicant, Owner or Authorized Agent.*

Applicant, Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_