



SPECIFIC USE PERMIT APPLICATION

APPLICATION NO: ZA

APPLICANT

OWNER (if different)

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**).

CITY USE ONLY: Received on this the ____ day of _____ 20____. Signed:

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) _____ 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.

___ 7 blueprints for Pre-Submittal and 27 blueprints for Formal Submittal
- folded 9" x 12"

___ 1 reduction at 11" x 17"

___ 1 digital copy in pdf

B. A **Site Plan (and Site Plan Application), if applicable**, meeting the requirements of Section 40 of the Comprehensive Zoning Ordinance for uses identified to require a Site Plan.

___ 7 blueprints for Pre-Submittal and 27 blueprints for Formal Submittal folded 9" x 12"

___ 1 reduction at 11" x 17"

___ 1 digital copy in pdf

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

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 _____.

Agent Authorization (if applicable): I, _____, owner of the aforementioned property do hereby certify

that I have given my permission to _____ to act as my agent for this rezoning request.

Signature of Owner

Name (Typed or Printed)

Date

Notary Acknowledgement No. 2: 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 _____.

CITY OF SOUTHLAKE

**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 at least fifteen (15) days prior to the public hearing to be held before the City Council. Signs are made available at the time of formal submittal.
- 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 _____