



BUILDING SERVICES

309 W SUL ROSS AVE
 ALPINE, TX 79830
 (432) 837-3281

| |
|--------------------------------------|
| FOR STAFF USE ONLY |
| PERMIT # _____ |
| TOTAL FEE: \$350.00 (non-refundable) |
| DATE: _____ |

CONDITIONAL/SPECIAL USE PERMIT

Name of applicant/agent/company/contact:

Street address of applicant/agent:

City/State/Zip Code of applicant / agent:

| | |
|--|--|
| <i>Telephone number of applicant/agents:</i> | <i>Fax number of applicant/agents:</i> |
|--|--|

| | |
|---|---|
| <i>Email address of applicant /agent:</i> | <i>Mobile phone of applicant/agent:</i> |
|---|---|

PART 2. PROPERTY INFORMATION

Street address of public property:

Legal description of subject property (metes and bounds must be described on 8 1/2 x 11 paper

| | | |
|-------------|---------------|------------------|
| <i>Lot:</i> | <i>Block:</i> | <i>Addition:</i> |
|-------------|---------------|------------------|

| | | | | | |
|----------------------------------|----------------------|------------------------|----------------------|---------------|----------------------|
| <i>Size of subject property:</i> | <input type="text"/> | <i>Square footage:</i> | <input type="text"/> | <i>Acres:</i> | <input type="text"/> |
|----------------------------------|----------------------|------------------------|----------------------|---------------|----------------------|

| | |
|---------------------------------------|--------------------------------------|
| <i>Present zoning classification:</i> | <i>Proposed use of the property:</i> |
|---------------------------------------|--------------------------------------|

Zoning ordinance provision requiring a conditional use (description & hours of operation):

PART 3. PROPERTY OWNER INFORMATION

Name of current property owner:

Street address of property owner:

City/State/Zip code of property owner:

| | |
|--|--------------------------------------|
| <i>Telephone number of property owner:</i> | <i>Fax number of property owner:</i> |
|--|--------------------------------------|



| | |
|--------------------------|--|
| <input type="checkbox"/> | <p><i>Submit a letter describing the proposed conditional use and note the request on the site plan document</i></p> <p><i>In the same letter:</i></p> <ol style="list-style-type: none"> <i>1. Describe or show on the site plan, and conditional requirements or conditions imposed upon the conditional use by applicable district regulations (example: buffer yards, distance between users).</i> <i>2. Describe whether the proposed conditional use will, or will not cause substantial harm to the value, use, or enjoyment of the other property in the neighborhood.</i> <i>3. Describe how the proposed conditional use will add to the value, use or enjoyment of other property in the neighborhood.</i> |
|--------------------------|--|

SIGNITURE TO AUTHORIZE CONDITIONAL USE REQUEST AND LACE A CONDITIONAL USE REQUEST SIGN ON THE SUBJECT PROPERTY

Print Applicants Name **Applicant Signature**

The State of _____

County Of _____

Before Me _____ on this day personally appeared _____

(notary) (applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____

(Seal)

Notary in And for State of Texas

Print Property Owners Name **Property Owners Signature**

The State Of _____ County Of _____

Before Me _____ on this day personally appeared _____

(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____

Notary in And for State of Texas.



ACKNOWLEDGEMENT

All conditional Use and Special Use Applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff.

Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a site plan (no matter how minor or major) approved with a conditional use or special use permit can only be approved by city council through the public hearing process.

Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council, If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration, Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT WITH ANY CODES OR ORDINANCES

I have read and understand all the requirements as set forth by the application for conditional use or special use permit and acknowledge that all requirements of this application have been met at the time of submittal.

| | | | |
|-----------------------|--|-------|--|
| Owner/Agent Print | | Date: | |
| Owner/Agent Signature | | | |



ILLUMINATION PLAN

An illumination plan to include a site photometric (including illuminated signs) and all fixture details shall be submitted as part of the site plan review process.

Applications will not be accepted without this requirement.

[Chapter 18 - BUILDINGS AND BUILDING REGULATIONS | Code of Ordinances | Alpine, TX | Municode Library](#) "Outdoor Lighting Ordinance."

I hereby acknowledge that an illumination plan has been included as part of this submittal.

| | | | |
|---------------------|--|-------|--|
| Owner/Agent Print | | Date: | |
| Applicant Signature | | | |

PLATTING VERIFICATION

This verification statement must be signed prior to the submittal of this conditional use Application.

It has been determined that the property described below does require platting or replatting and the applicant has been instructed on this procedure.

It has been determined that the property described below is currently platted or does not require platting or replatting at this time.

| | |
|--|--|
| Address of subject property: | |
| Legal description of subject property: | |



STAFF USE ONLY:

Building Services Department Signature:

| | |
|---|------|
| X | Date |
|---|------|

This form is signed by the building services department and submitted along with a completed application to the planning and zoning department of building services.

Mayor Signature:

| | |
|---|------|
| X | Date |
|---|------|

City Secretary Signature:

| | |
|---|------|
| X | Date |
|---|------|

| CASE NAME: | CASE NUMBER: | LOCATION: |
|------------|--------------|-----------|
| | | |