

**APPLICATION FOR SPECIAL USE PERMIT**

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Application is for what type of business? \_\_\_\_\_

Zoning Ordinance Requirements (see City Code Chapter 78-16(d) for all information)

(2) *Application for special use permit.* An application for a special use permit shall be submitted to the city administrator or his designated agent in the form required, and accompanied by the application fee established by city council. The application shall be accompanied by a site plan drawn to scale and showing all of the following items:

- a. The general arrangement of the project, including the location of the adjacent properties and structures, together with the locations of all proposed buildings and structures and the proposed uses to be permitted;
- b. The means of ingress and egress to public streets;
- c. The layout of interior traffic circulation patterns and off-street parking and loading facilities;
- d. The design of proposed landscaping, plans for visual screening and/or fencing to be installed to buffer the use from all adjoining and nearby property, streets where deemed necessary;
- e. The location and use of all existing buildings within 200 feet of the subject property;
- f. The existing zoning district classifications of all property within 200 feet of the subject property;
- g. The limit of the 100 year floodplain, and calculations and drawings by a registered professional engineer sufficient to determine the impact of the proposal on the on-site and off-site drainage. The city administrator or his designated agent shall then review the application for completeness, and, when complete, refer it to the city engineer for a report and recommendations within a reasonable time on the requirements and safeguards which should be incorporated into the proposed permit. Upon receipt of the report and recommendations of the city engineer, the city administrator or his designated agent shall then transmit the application and all supporting documentation to the zoning commission and issue public notice of the zoning commission hearing as required by this chapter for a zoning change.

By signing below, I have read and understand the above requirements and will comply with the ordinance rules and laws of Hill Country Village. I further understand that the payment I have made is a deposit toward the cost incurred upon reviewing the application. I will be billed in increments if the cost of reviewing the application exceeds the deposit paid. I will be refunded the balance of any funds not used.

The current Hill Country Village Zoning ordinance, City Code chapter 78, takes precedence over this application.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant's Signature and Title

\_\_\_\_\_  
Date Signed

---

OFFICE USE ONLY

BUILDING INSPECTOR'S REPORT

\_\_\_ I recommend the issuance of a Special Use Permit.

\_\_\_ I do not recommend the issuance of a Special Use Permit.

Above recommendation is made for the following reasons:

---

---

---

CITY ENGINEER'S REPORT

\_\_\_ I recommend the issuance of a Special Use Permit.

\_\_\_ I do not recommend the issuance of a Special Use Permit.

Above recommendation is made for the following reasons:

---

---

---