

Received on/by:

Date, initials



APPLICATION FOR A
CONDITIONAL USE PERMIT (CUP)

This Application is for (Check One):

A New Application

Extension of a Previously Approved CUP

Applicant's Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Property's Physical Address: _____

Owner's Name (if different from Applicant): _____

Owner's Address: _____

Owner's Phone Number: _____

PROPERTY LEGAL DESCRIPTION:

LOT NO.: _____ OR TRACT: _____

BLOCK NO.: _____ PLAT: _____

ADDITION: _____ SURVEY: _____

NUMBER OF ACRES: _____ NUMBER OF ACRES: _____

For property not in a recorded subdivision, submit a copy of a current survey or plat showing the property for which a CUP is sought and complete legal field note description.

PROPOSED USE: _____

IS THE PROPERTY IN THE CITY LIMITS OR EXTRA TERRITORIAL JURISDICTION?

City Limits ETJ

-If property is in the City Limits, compliance with Lighting Ordinance is **mandatory**.

-If property is in the ETJ, compliance is **mandatory** when required by a Development Agreement or as a condition of an Alternative Standard/Special Exception/Variance/Waiver.

-Voluntary compliance is strongly encouraged by those not required by above criteria (*see Outdoor Lighting tab on the CODS webpage and online Lighting Ordinance under Code of Ordinances tab for more information*).

COMPLIANCE WITH LIGHTING ORDINANCE:

Yes (Required) Yes (Voluntary) No

Submittal Checklist:

- Signed and Completed Application
- Required Fee Paid \$ _____
reference online Master Fee Schedule for more details
- Billing Contact Form
- Lighting Ordinance Compliance Agreement – signed with attached photos/drawings
(required if marked “Yes (Required)” on above Lighting Ordinance Section of application)

Exhibits

- Letter of Explanation (*describing all processes and activities involved with the proposed use per DS Code of Ordinances, Ch. 30, Zoning, Exhibit A, Sec. 3.16.6-Standards*)
- Photographs
- Map/Site Plan (*per DS Code of Ord. Ch. 30 Zoning, Ex A, Sec 3.17.6*)
- Architectural Elevation
- Other: _____

Upon submittal of application, a Public Notice sign is **required** to be displayed at the project property within 48 hours. Signs can be picked up at the City Offices for a deposit fee of \$100. Once a permit has been issued, signs in good condition can be returned for a \$75 refund.

Pick up Public Notice Sign, \$100 deposit

*I, being the undersigned applicant, understand that all of the conditions, dimensions, building sizes, landscaping, and parking areas depicted on the site plan shall be adhered to as amended and approved by City Council. All required items and information (including all applicable above listed exhibits and fees) must be received by the City in order for an application and request to be considered complete. **Incomplete submissions will not be reviewed or scheduled for any further action until all deficient items or information has been received.** By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:*

Signature of Applicant

Date

Signature of Property Owner (or attached letter of consent)

Date

The undersigned, hereby confirms that he/she/it is the owner of the above described real property and further, that _____ is authorized to act as my agent and representative with respect to this Application and the City's conditional use permit process. (As recorded in the Hays County Property Deed Records, Vol. _____, Pg. _____.)

Name

Title

STATE OF TEXAS §
 §
COUNTY OF HAYS §

This instrument was acknowledged before me on the ____ day of _____,
201__ by _____.

Notary Public, State of Texas

My Commission Expires: _____

Name of Applicant