



# SPECIFIC USE PERMIT APPLICATION

DATE OF PRE-APPLICATION CONFERENCE (required):

**REQUIRED**

Name of Project: \_\_\_\_\_

Type of Use: \_\_\_\_\_

Office Use Only:

Date Received: \_\_\_\_\_

ZC. #: \_\_\_\_\_

Planning & Zoning  
Date \_\_\_\_\_

City Council Date \_\_\_\_\_

**Application Type**

Specific Use Permit

**Application Fee\***  
**\$ 325.00**

Physical Location of Property: \_\_\_\_\_  
*[Address and General Location -- approximate distance to nearest existing street corner]*

Brief Legal Description of Property (must also attach accurate metes and bounds description): \_\_\_\_\_  
*[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]*

Acreage: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**DETAILED TYPE OF SPECIFIC USE PERMIT REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance  
With Section 212 of the Texas Local Government Code.

SIGNATURE: \_\_\_\_\_

(Letter of authorization required if signature is other than property owner)

Print or Type Name: \_\_\_\_\_

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and  
Acknowledged to me that they 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 \_\_\_\_ day of \_\_\_\_\_ 20\_\_

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of Texas: \_\_\_\_\_

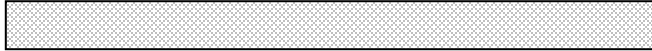
**\*\*READ BEFORE SIGNING BELOW:**

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS )(

COUNTY OF COLLIN )(

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



**\*\*Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of Texas: \_\_\_\_\_

**Applicant**

Initial Below

**Submittal Check List**

**City Use**

Initial Below

<b><u>Applicant</u></b> Initial Below	<b><u>Submittal Check List</u></b>	<b><u>City Use</u></b> Initial Below
	<b>Application:</b> Signed & Notarized Application with Original Signatures of all property owners and applicant	
	<b>Written Verification</b> such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	<b>Proof of Ownership</b> (e.g. General warranty deed; Special warranty deed; Title policy; or document approved by the City Planner)	
	<b>Required Exhibits</b>	
	<b>Legal Description</b>	
	<b>Boundary/Property Survey</b>	
	<b>Address Labels for 200 ft. Property Adjacent Property Owners Conceptual Plan</b>	