



Specific Use Application Packet

Legend

Section 101: Application Submission Requirements.

Section 102: Submittal Review.

Section 103: Hearing Authorities.

Section 104: Noticing Requirements.

Section 105: Planning & Zoning Commission & City Council Decision.

Section 101: Application Submission Requirements.

One (1) copy of following items:

- A. Submittal of appropriate filing fees for the application. \$600.00 + 115% for any City third-party review, as needed (this will be charged later in the process) + postage fees (this will be charged later in the process).
- B. Copy of the application with all information completely filled out and all applicable signatures.
- C. Copy of the deed showing ownership. Proof of signatory authority for corporations is required.
- D. Owner's authorization for agent, as applicable.
- E. A site plan which includes at a minimum:
 - 1. Date, scale, north point, title, name of owner and the name of person preparing plan;
 - 2. Location of existing boundary lines and dimensions of the tract;
 - 3. Centerline of existing watercourses, drainage features, and location and size of existing and proposed streets and alleys;
 - 4. Location and size to the nearest one-half foot of all proposed buildings and land improvements;
 - 5. Clear designation of areas reserved for off-street parking and for off-street loading; the location and size of points of ingress and egress; and
 - 6. The ratio of parking space to floor space, as applicable.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

- F. List of all property owners within 200 feet of property proposed as the Plan with addresses as recorded by the applicable County Tax Appraisal District.
- G. Address stickers and envelopes addressed (typed) to each property owner within 200 feet **DO NOT SEAL THE ENVELOPES.**
- H. "Certified Mail" receipts and cards for "Return Receipt Requested" mail (information filled in). The front of the card should be (addressed to be returned to) City of Elgin, Planning and Community Development Department, P.O. Box 591, Elgin, Texas, U.S.A. 78621.

Items F - H shall be submitted in person to the Development Services Department after comments are received back from the City at the time of first (1st) submittal. These items must be in the Department's possession in order to schedule the item.

Section 102: Submittal Review.

After the application submission is received then the items will go through a submittal review. This review is conducted by the Development Review Committee (DRC). Submittals shall be as outlined below:

- A. First (1st) submittal. The DRC shall review the first (1st) submittal within fourteen (14) calendar days and submit comments to the applicant in writing by the end of this timeframe.
- B. Response of Applicant. The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead within six (6) months of the date of DRC comments. This shall also include revised documentation showing the comments have been addressed by the applicant. **Failure to respond to DRC comments within six (6) months of the date of DRC comments will administratively expire the application.**
- C. Second (2nd) & third (3rd) submittals. The second (2nd) and third (3rd) submittals, if needed, shall be reviewed by the DRC within fourteen (14) calendar days of the applicant's submittal to the City. For these submittals, response shall be required as stated in subsection (B). **Failure to respond to DRC comments within six (6) months of the date of DRC comments will administratively expire the application.**
- D. Scheduling of public hearing. Upon the closing of all DRC comments or reaching the third (3rd) submittal, the application will be scheduled for its public hearing.

Section 103: Hearing Authorities.

A specific use permit will be heard by the Planning & Zoning Commission for a recommendation and the City Council for consideration (action) on the item. Applicants shall receive written notice of the location, date, and time of the Commission and Council public hearings.

Section 104: Noticing Requirements.

Public noticing of the Commission and Council meeting shall be published within the local paper at least sixteen (16) days before the meetings and a 200 foot notice surrounding the applicant's property will be sent out at least eleven (11) days before the meetings.

Section 105: Planning & Zoning Commission & City Council Decision.

- A. In regard to the recommendation, the Commission has the option to recommend approval, recommend approval with conditions, recommend denial, or continue the item upon concurrence of the applicant.
- B. In regard to the consideration (action), the Council has the option to approve, approve with conditions, deny, or continue the item upon concurrence of the applicant. Upon denial, the application expires.

SPECIFIC USE APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): _____

APPLICANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Signature

Printed Name

Date

Project Description:

