



<b>FOR OFFICE USE ONLY</b>	
CASE NO.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____

**SPECIFIC USE PERMIT APPLICATION**

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Zoning Application Fee.
- Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- Metes and bounds description, map(s), and/or Legal description.
- One folded copy and one digital copy of the Planned Development Site Plan.
- Expert evaluation from a licensed real estate appraiser (MAI/SRA)

**Subdivision Name:** \_\_\_\_\_

I request the rezoning of Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ of \_\_\_\_\_ Addition, in Section \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ Survey, \_\_\_\_\_ County, Texas to change from \_\_\_\_\_ Zoning District to \_\_\_\_\_ Zoning District.

Tax I.D. No.: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Surveyor** (If applicable)

Firm Name (if applicable): \_\_\_\_\_

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

Primary Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the above information and any attached documents are true and correct to the best of my knowledge.

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable:

Surveyor's Printed Name: \_\_\_\_\_

Surveyor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (PLEASE CHECK ONE)**

**Applicant/Owner** *(Check this box if as the Owner you wish to be the main contact person responsible for the application)*

As the Owner of the subject property, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

\_\_\_\_\_  
Owner(s) Name(s) Printed                      Signature of Owner(s)                      Date

**NOTARIZED SIGNATURES ARE REQUIRED IF THE OWNER IS DEISGNATING AN AGENT OR CONTACT**

**Owner's Agent** *(Check this box if as the Owner you are authorized a main contact person or agent, other than yourself, to be responsible for your application)*

In lieu of representing this request myself as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City (and vice versa) in processing and responding to requirements, information, and/or issues relative to this case.

\_\_\_\_\_  
Owner(s) Name(s) Printed                      Signature of Owner(s)                      Date

\_\_\_\_\_  
Agent's Name Printed                      Signature of Agent                      Date

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
(Owner(s) Name) and \_\_\_\_\_ (Agent Name) known to me to be the persons whose names are subscribed to the above and forgoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

**Typical Zoning Process:**

Notice of Public Hearing of this application will be published in the newspaper and otherwise distributed as required by law. The applicant or his representative should be present at all hearings to answer any questions concerning the application.

Following consideration by the Planning & Zoning Commission, one of the following actions will be taken:

- Deny proposed Zoning
- Continue the public hearing pending further study
- Approve and recommend to the City Council

If approval is recommended, two public hearings will be held before the City Council, with the first public hearing normally held 8 days after the Planning and Zoning Commission hearings.

The following information shall be shown on each site development plan submitted to the Planning Department. One electronic copy and one hard copy of the site development plan shall be submitted initially with the application. The preferred sheet size of any site plan is to be no larger than three feet by two feet (3' x 2') with a minimum scale of 1 inch equals 40 feet (1" = 40').

The general information and notes listed below shall normally be shown on the site development plan (additional information and notes may be required for certain developments) prior to its acceptance for rezoning consideration by the Planning Department.

**General information or data requirements to be shown directly on site plan:**

- Name of development
- Legal description of property (Lot, Block, Addition, Survey, and County)
- North arrow, scale
- Purpose of development
- Number of employees
- Hours and Days of operation
- Name, address, and telephone number of developer, landowner, and developer's agent
- Name, address, and telephone number of drafting service
- Vicinity map showing location of property

**Specific data requirements to be shown directly on site plan:**

- Present zoning classification on property
- Requested zoning classification
- Total area of property in acres and square feet
- Percent of maximum lot coverage
- Percent of on-site landscaping and a landscaping schedule to identify location, type, and size of all landscaping material
- Location of all existing or proposed structures (building footprints or envelopes)
- Proposed use of each structure and square footage for each
- Notation of maximum building height for each structure
- Delineation of dimensioned building line setbacks
- Delineation of off-street parking area(s), showing all parking
- Delineation of all ingress-egress to property
- Delineation of all public and private streets in and around property and location of sidewalks
- Location of any public utility easements, utility lines, and fire lanes within property boundaries
- Delineation of all fencing, screening walls, including height, materials. etc.
- Dimensioning for all critical elements of site plan
- Location, type, height, and illumination of all exterior signs (provide sign details)
- Location, type, and height of all exterior lighting (provide lighting detail)
- Location and type-of refuse collection (public or private)
- Any other site plan information required by the Planning and Zoning Commission and City Council

**Architectural requirements for Specific Use Permit Zoning:**

- Architectural drawings showing front, side, and rear of all building elevations and exterior building materials, colors, etc., shall be required to be submitted with the site plan.

**Expert evaluation requirement for Specific Use Permits:**

- An expert evaluation from a licensed real estate appraiser (MAI/SRA) concerning the location, function, and characteristics of any building or use proposed for a Specific Use Permit. Such expert evaluation shall also specifically address the effect of the requested Specific Use Permit on adjacent land uses and property values.
  
- Specific notes to be shown directly on site plan:**
  - A. All parking and driveways shall conform to the requirements of Section 9 of the Development Policy Manual of the City of Amarillo unless noted otherwise.
  - B. All exterior lighting shall be directed onto the property in such a manner to minimize or eliminate glare across adjacent property lines.
  - C. No signs shall be operated on the property that use or have attached any flashing, pulsating, or rotating lighting source or reflector. No portable signs will be allowed.
  - D. Any additional bulk or area requirement not specifically noted on this site plan shall comply with the zoning district in which the property was located prior to this amendment.
  - E. Any and all utility relocations or adjustments required for this development shall be the responsibility of the developer(s).
  - F. All fencing, screening, landscaping, driveways, and parking areas shall be maintained in good condition at all times by owners. All landscaping to be installed prior to receiving a certificate of occupancy, or within six months of occupying structure if bad weather exists. All landscape material, trees, grass, shrubs, etc., shall be installed on the site in the same manner as depicted on this site plan and all landscaped areas shall be served with a sprinkler system.
  - G. The approval of this development by the City of Amarillo in no way shall alter or abrogate requirements of the International Building Code as adopted and amended by the City of Amarillo.
  - H. Any use, other than that allowed under the previous zoning classification or that which is specified by this site plan, will require a zoning amendment. If a use other than what is shown on the site plan is proposed and is allowed under the previous zoning district (*insert previous zoning district*), development standards shall comply with the City of Amarillo Zoning Ordinance for (*insert previous zoning district*) development.
  - I. The City of Amarillo or its franchised utility shall not be required to replace any obstructions, paving, or plantings that must be removed during the course of maintenance, construction, or reconstruction within any public utility or drainage easement.
  - J. All exterior mechanical equipment shall be located and/or screened in such a manner as to eliminate or minimize noise and visual impact to adjacent properties.
  - K. All surface storm water collected on this site shall drain directly to adjacent public right-of-way or by other means if approved by the City Engineer.
  - L. The developer shall comply with all ADA requirements where required.

"I acknowledge and agree to all standards of development as listed on this site plan."

\_\_\_\_\_  
Name of Developer

\_\_\_\_\_  
Date