



TOWN OF HORIZON CITY
 14999 Darrington Road
 Horizon City, Texas 79928
 Phone 915-852-1046 Fax 915-852-1005

SPECIFIC USE PERMIT
APPLICATION

1. Owner of Record: _____

(ADDRESS) _____ (ZIP) _____ (PHONE) _____ (EMAIL) _____

2. Applicant _____ Is applicant also the Owner? Yes No
 Contact Person _____ Is applicant also the Contractor? Yes No

(ADDRESS) _____ (ZIP) _____ (PHONE) _____ (EMAIL) _____

3. Contractor _____

(ADDRESS) _____ (ZIP) _____ (PHONE) _____ (EMAIL) _____

4. Site Address/Location _____

Legal Description: _____
 (Lot) (Block) (Subdivision Name)

If the legal description of the complete tracts or if plat is not available, the **required** Metes & Bounds Description with a survey map is attached? Yes No

5. Briefly explain why you request a Specific Use Permit? _____

6. Land's Presents Use: _____ Zone _____

Land Vacant Lot size _____ Structure Structure's size _____ Last known date the structure was occupied? _____

Land's Proposed Use: _____ Proposed Zone Use _____

Will you be making any improvements to the existing lot or structure? Yes No This request includes *Site Improvements* for approval? Yes No

Building Official Findings & Pre Licensing Consultation for Non-Conforming Use & Site Improvements

7. Non-Conforming use of a lot, uses, land & structures, uses of structures, premises & characteristics of use or site improvements, necessitates that the applicant and/or contractor consult with the Town's Building Official on the proposed project & Business to discuss any requirements for this request.

A field inspection on (date) _____ determined the lot is: Not Applicable Legal Non-Conforming Non-Conforming and Requires the following: _____

Building Official Signature

Date

NOTICE: Applicant is responsible for all expenses incurred by the City in connection with the Specific Use Permit Application request, including but not limited to attorney's fees, engineering fees and publication. Additional charges will be invoiced separately and shall be paid to the Town prior to City Council action. Applicant's Signature _____

8. Signatures:

 (OWNER'S SIGNATURE)

 (OWNER'S PRINTED NAME)

 (APPLICANT'S SIGNATURE)

 (APPLICANT'S PRINTED NAME)

FEES:

EL PASO TIMES PUBLISHING FEE	APPROXIMATELY \$250
ENGINEER FEES	\$60 PER EACH ½ HOUR

Application & Submittals Due Date: _____
 P&Z Scheduled Mtg. Date: _____
 City Council Scheduled Date: _____
 Application Received By: _____
 Date Application Rec'd: _____

Please see reverse side for list of items required at time of submitting SUP application.

Schedule appointment with Building Official

REQUIRED ITEMS TO BE SUBMITTED WITH SUP APPLICATION ARE AS FOLLOWS:
(APPLICANT & STAFF CHECKLIST)

- 1) APPLICATION MUST BE COMPLETELY FILLED OUT AND SIGNED BY PROPERTY OWNERS & APPLICANT.
- 2) AFFIDAVIT – APPOINTMENT OF REPRESENTATIVE BY LANDOWNER (NOT REQUIRED IF APPLICANT IS THE OWNER)
- 3) SUBMIT A LETTER TO THE P&Z COMMISSION TO INCLUDE REASON FOR REQUESTING SPECIFIC USE PERMIT. LETTER MUST INCLUDE ADDRESS AND LEGAL DESCRIPTION OF THE PROPERTY.
- 4) **METES AND BOUNDS DESCRIPTION** – IF LEGAL SUBDIVISION IS NOT AVAILABLE FOR COMPLETE TRACT OR IF PROPERTY HAS NOT BEEN PLATTED, ATTACH:
 - ONE (1) COPY OF A WRITTEN METES & BOUNDS DESCRIPTION WITH SURVEY MAP, SIGNED AND SEALED BY A PROFESSIONAL ENGINEER OR A REGISTERED SURVEYOR.
- 5) **SITE PLAN (LAYOUT)** FOR IMPROVEMENTS TO LOT OR STRUCTURE TO BE APPROVED BY PLANNING AND ZONING COMMISSION, CITY COUNCIL, BUILDING OFFICIAL & TOWN ENGINEER, ATTACHED:
 - DIGITAL COPY - ONE (1) DIGITAL COPY OF SITE PLAN (LAYOUT)
 - PROOF THAT HARD COPIES HAVE BEEN FORWARDED TO THE FIRE DEPARTMENT FOR APPROVAL OF SITE PLANS @ 14151 NUNDA AVE., HORIZON CITY, TX. 79928, (915) 852-3204
- 6) **NON-CONFORMING USE & PRE-LICENSING CONSULTATION** WITH BUILDING OFFICIAL COMPLETED ON _____
(APPLICATION: NUMBER #7 - SIGNED BY BUILDING OFFICIAL) (DATE)
- 7) **APPLICABLE FEES** SHALL BE PAID PRIOR TO CITY COUNCIL ACTION.
- 8) **SUPPLEMENTARY INFORMATION** (WHEN APPLICABLE- ADDITIONAL INFORMATION MAY BE REQUEST AS IS NECESSARY TO EVALUATE THE IMPACT OF THE SPECIFIC USE PERMIT)
- 9) **CONTRACTOR'S REGISTRATION** WILL BE REQUIRED FOR ALL IMPROVEMENTS (SEPARATE APPLICATION)
- 10) **BUILDING PERMITS** WILL BE REQUIRED FOR ALL IMPROVEMENT OR ADDITIONAL BUILD OUT TO SITE, SUCH AS TENANT IMPROVEMENTS.

