



CITY OF CASTROVILLE

Little Alsace of Texas

Permit Number: _____
Submittal Date: _____
<i>office use only</i>

Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

breana.soto@castrovilletx.gov

Specific Use Permit Application

Any application that is missing information will be considered incomplete and will not be processed.

1. **Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the time submitted.**

Name: _____

Mailing Address: _____

Telephone: _____ **Fax:** _____ **Mobile:** _____

Email: _____

2. **Property Address/Location:** _____

3. **Legal Description:**

Name of Subdivision: _____

Lot(s): _____ **Block(s):** _____ **Acreage:** _____

4. **Existing Use of Property:** _____

5. **Current Zoning:** _____

6. **Proposed Use of Property and/or Reason for Request (attach additional or supporting information if necessary):** _____

SUBMITTAL CHECKLIST:

STAFF:

APPLICANT:

A survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries *(if property is not platted)*.

Letter of Authorization for appointed agent *(if applicable)*.

Map of property in relation to City limits/major roadways or surrounding area.

Copy of deed showing current ownership.

Development/site plan with the following information:

*(*Please note: Additional information may be requested.)*

Drawn to scale

North arrow

Property lines

Adjacent street names

Location of all buildings

Parking facilities

Number of spaces (parking calculation table required)

Dimensions of parking space and maneuvering space

Driveways (means of ingress/egress)

Application Fee: \$ _____

\$75 + 5% Administrative Fee

Consultant and/or Legal Fee:

**Please note:* The total fee will be calculated by Staff after application submittal based on the amount charged by the consultant and/or legal team and must be paid before the Planning and Zoning Commission Agenda is due. (Thursday before meeting)

Public Hearing Mail Notifications Fee.

**Please note:* The total fee will be calculated by Staff after application submittal based on the quantity of mailed notices and must be paid before notifications are completed and sent out.

Public Hearing Newspaper Notice Fee.

**Please note:* The total fee will be acquired by Staff after application submittal based on the amount charged by the newspaper and must be paid before the City will send the notification to the newspaper.

Please note: The signature indicates that the owner or an authorized agent has reviewed the requirements of this application and attached checklist, and all items on this checklist have been addressed and complied with. The owner/authorized agent understands that an incomplete application will **not** be accepted, and this application will **not** be accepted after the 4 p.m. deadline on an application deadline date, as outlined on the calendar attached to this application. The signature authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted.

The undersigned hereby requests rezoning of the above described property as indicated.

Owner's Name (Printed)

Phone Number

Email

Owner's Mailing Address

Signature of Owner

Date

INFORMATION SECTION

Please read the following information regarding Specific Use Permits prior to submitting an application.

Keep these documents for your records.

APPLICATION DUE DATE/DATE OF HEARING:

All applications are due by the date on the chart attached. Applications will be reviewed for completeness by Community Development staff.

Any application that is missing information will be considered incomplete and will not be processed.

REQUIRED FEES:

Application Fee	\$75 plus 5% Administrative Fee
Consultant and/or Legal Fee *	Actual Cost plus 5% Administrative Fee
Public Hearing Newspaper Notice*	Actual Cost plus 5% Administrative Fee
Public Hearing Mailed Notifications*	Actual Cost plus 5% Administrative Fee

**Consultant and/or Legal Fee, Public Hearing Newspaper Notice, and Public Hearing Mailed Notifications must be paid at times stated on page 2.*

LETTER OF AUTHORIZATION:

If the applicant is not the property owner, a letter signed by the owner authorizing the applicant to act on their behalf must accompany this application.

LEGAL DESCRIPTION:

If the property is unplatted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries **must** accompany the application.

SPECIFIC USE PERMIT PROCESS/PROCEDURE:

1. Applicant has preliminary conference with a Community Development staff member concerning the request prior to the submittal of the application.
2. Applicant completes an application for Specific Use Permit and submits said application (*excluding the information section of the packet*) with required attachment(s) and filing fees.
3. The City will publish a notice of public hearing in the City Newspaper at least 15 days prior to the meeting date.
4. The City will mail notices to property owners within a 200-foot radius of the subject property at least 10 days prior to the meeting.
5. A public hearing is held before the Planning and Zoning Commission at which time the Commission makes a recommendation to the City Council.
6. The City will publish a notice of public hearing in the City Newspaper at least 15 days prior to the City Council hearing date.
7. A public hearing is held before the City Council.
8. An ordinance authorizing the Specific Use Permit is read and voted upon at the same meeting at which the public hearing is held. If the ordinance passes the first reading, one more reading at a separate meeting is required.
9. If the ordinance passes both readings, the Specific Use Permit becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
10. If the ordinance fails at any of the two readings at City Council, it is considered denied at that point.

ARTICLE IV SPECIAL USE REGULATIONS, COMPREHENSIVE ZONING ORDINANCE

SECTION 1. SPECIFIC USE PERMITS

- (1) The City Council of the City of Castroville, Texas, after public hearing and proper notice to all parties affected, in accordance with the notice procedure prescribed amending the Zoning Ordinance, and after recommendation by the Planning and Zoning Commission, may authorize the issuance of "Specific Use Permits" for the uses of Article II.
- (2) The Planning and Zoning Commission in considering and determining their recommendation, or the City Council in considering any request for a Specific Use Permit, may require from the applicant plans and/or pertinent information concerning the location, function, and characteristics of any use proposed. The City Council may, in the interest of assuring compliance with the intent and purposes of this Ordinance, establish conditions of operation with respect to any use for which a permit is authorized.
- (3) The Planning and Zoning Commission shall not take action upon any request for specific use permit for buildings listed on the 1969 Texas Historical Commission Survey until it has received a recommendation from the Historic Review Board or a certificate from the Board showing failure to take action.*

*Any provision contained in the Comprehensive Zoning Ordinance that are inconsistent with this amendment are hereby repealed.



CITY OF CASTROVILLE

Little Alsace of Texas

October 2019 – September 2020
PLANNING AND ZONING COMMISSION MEETING CALENDAR
Council Chambers
6:30 p.m.

Meeting Date (Wednesday unless otherwise noted)	Application Submittal Deadline for Plats ¹ Zone Changes and SUPs MONDAY by NOON	Administrative Completeness (Rejection Notification) Wednesday by 5:00 p.m.	All Remaining Fees Must be Paid Wednesday by 5:00 p.m.
October 9	Aug. 26, 2019	Aug. 28, 2019	Oct. 2, 2019
November 13	Sept. 30, 2019	Oct. 2, 2019	Nov. 6, 2019
December 11	Oct. 28, 2019	Oct. 30, 2019	Dec. 4, 2019
January 8	Nov. 25, 2019	Nov. 27, 2019	Jan. 2, 2020 (Thu)
February 12	Dec. 30, 2019	Jan. 3, 2020 (Fri)	Feb. 5, 2020
March 11	Jan. 27, 2020	Jan. 29, 2020	March 4, 2020
April 8	Feb. 24, 2020	Feb. 26, 2020	April 1, 2020
May 13	March 30, 2020	April 1, 2020	May 6, 2020
June 10	April 27, 2020	April 29, 2020	June 3, 2020
July 8	May 26, 2020 (Tue)	May 28, 2020 (Thu)	July 1, 2020
August 12	June 29, 2020	July 1, 2020	Aug. 5, 2020
September 9	July 27, 2020	July 29, 2020	Sept. 2, 2020

¹ For purposes of the 30-day deadline for plat approval, the time starts when the Planning and Zoning Commission receives the application, which is not until the day of the meeting regarding that application.