



# CITY OF CASTROVILLE

*Little Alsace of Texas*

## **Community Development Department**

703 Paris St. Castroville, Tx 78009

(830) 931-4090

[breana.soto@castrovilletx.gov](mailto:breana.soto@castrovilletx.gov)

Permit Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

*Office use only*

## **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:**

- 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
    - Dimensions of parking space and maneuvering space
    - Driveways (means of ingress/egress)
- Application Fee: \$200.00
- Consultant and/or Legal Fee:  
(\*Please note: The total fee will be calculated by Staff after invoice has been submitted to the city. The applicant may get an invoice for the consultant fees up to 30 days after the approval or denial of the specific use permit.

**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.***

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Owner's Name (Printed)

Phone Number

Email

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Owner's Mailing Address

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Signature of Owner

Date

## **INFORMATION SECTION**

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

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

### **APPLICATION DUE DATE/DATE OF HEARING:**

All applications are due by the date on the chart attached. There will not be a waiver of date, so please plan accordingly. Applications will be reviewed for completeness by Community Development staff.

### **REQUIRED FEES:**

<b>Application Fee</b>	\$200.00
<b>Consultant and/or Legal Fee *</b> Fee	Actual Cost plus 5% Administrative

### **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.



# CITY OF CASTROVILLE

*Little Alsace of Texas*

## January 2023 – December 2023 MEETING CALENDAR

Planning and Zoning Commission <sup>1</sup>		Historic Landmark Commission	
Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline	Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline
January 11, 2023	December 5, 2022	January 17, 2023	January 2, 2023
February 2, 2023	January 3, 2023	February 21, 2023	February 6, 2023
March 8, 2023	January 30, 2023	March 21, 2023	March 6, 2023
April 12, 2023	March 6, 2023	April 18, 2023	April 3, 2023
May 10, 2023	April 3, 2023	May 16, 2023	May 1, 2023
June 14, 2023	May 8, 2023	June 20, 2023	June 5, 2023
July 12, 2023	June 5, 2023	July 18, 2023	July 3, 2023
August 9, 2023	July 3, 2023	August 15, 2023	July 31, 2023
September 13, 2023	August 7, 2023	September 19, 2023	September 4, 2023
October 11, 2023	September 4, 2023	October 17, 2023	October 2, 2023
November 8, 2023	October 9, 2023	November 21, 2023	November 6, 2023
December 13, 2023	November 6, 2023	December 19, 2023	December 4, 2023

Zoning Board of Adjustments - The board meets on an as needed basis in City Council Chambers on Mondays at 6:00 p.m. Variance requests will be presented to the board 30 days (the closest Monday to the 30<sup>th</sup> day) after the application, associated materials, and fee have been submitted.

<sup>1</sup>. 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.