



CITY OF LAREDO
Special Use Permit Application
Fee \$ 400.00 (Ordinance No. 2012-O-155)
ZC- -20



Applicant _____
 (If different from Property Owner)

Property Owner _____

Address _____

Address _____

Telephone _____

Telephone _____

Cellular _____

Cellular _____

E-Mail Address _____

E-Mail Address _____

***NOTE: If applicant is different from the property owner named on the deed, the affidavit on page four of this application must be completed.**

- All owners of the above cited property must sign and date application.
- If the owner of the property is a corporation, proof of legitimacy of signing party must be provided.

Name of designated representative **(If different from property owner/ applicant)** _____

Address _____

Telephone _____

Cellular _____

E-Mail Address _____

Address of Proposed Special Use Permit (SUP) / Location Map _____

Present Land Use _____

Present Zoning _____

Proposed Land Use _____

TYPE OF SPECIAL USE PERMIT REQUESTED & REQUIRED ZONING:

_____ Bars, Night Clubs, Cantinas, and Saloons	(See Sec. 24.93.8, L.L.D.C., required only in Historic Districts within the CBD.)
_____ Chemical and Allied Products Manufacturing (Non-Hazardous)	M-1 (See Sec. 24.63, Land Use Charts "Manufacturing, Mining / Construction")
_____ Communication Towers	(See Sec. 24.63.2 and 24.93.10, L.L.D.C.)
_____ Smoking Establishments and Drug and Tobacco Paraphernalia Shops	B-3, B-4, M-1, M-2 (See Sec. 24.93.6, L.L.D.C.)
_____ Flea Market	(See Sec. 24.93.5, L.L.D.C.)
_____ Hazardous Chemical Manufacturing	M-2 (See Sec. 24.63, Land Use Charts "Manufacturing, Mining / Construction")

_____	Manufactured Housing Park	AG, R-2, R-3, R-O, B-1, B-1R, CBD, B-3 (See Sec. 24.93.2, L.L.D.C.)
_____	Mineral Extraction	B-4, M-1, MXD (See Sec. 24.93.4, L.L.D.C.)
_____	Mini – Storage / Warehousing	B-1, B-3, (See Sec. 24.93.9, L.L.D.C.)
_____	Nationalization of Vehicles Enterprises	(See Sec. 24.93.11, L.L.D.C., B-3, B-4, M-1, M-2, MXD)
_____	Oil and / or Gas Extraction & Production	In all districts except M-2 (See Sec. 24.73 and Sec. 24.93.4, L.L.D.C.)
_____	Recreation Camp	(See Sec. 24.93.2.1, L.L.D.C.)
_____	Research Lab (Hazardous)	M-2 (See Sec. 24.63, Land Use Charts “Manufacturing, Mining / Construction”)
_____	Restaurants (Serving Alcohol)	R-O, B-1, B-3, (See Sec. 24.93.7, L.L.D.C.)
_____	Junk, Salvage and / or Reclamation; Used Appliance Yard	M-1, M-2, MXD (See Sec. 24.93.3, L.L.D.C.)
_____	Sand / Gravel Sales, Storage, and / or Extraction	B-4, M-1 (See Sec. 24.93.4, L.L.D.C.)
_____	Storage of Flammable and Explosive Products	M-1 (See Sec. 24.93.4.2, L.L.D.C.)
_____	Townhouse	R-2, R-3, (See Sec. 24.63, Land Use Charts “Residential”, L.L.D.C.)
_____	Travel Trailer / R. V. Park	AG, R-2, R-3, R-O, B-1, B-1R, CBD, B-3 (See Sec. 24.63, Land Use Charts “Residential”, L.L.D.C.)

The Following Documents must be provided with this application:

- _____ Copy of Recorded Deed
- _____ Original Tax Certificate for the City of Laredo
- _____ Deed Restrictions, Declarations, Covenants, and/or Restrictions
(If Applicable)
- _____ Detailed Site Plan (Plano de Ubicación) – See Example
- _____ Detailed Narrative Describing Proposed Use

Legal Description of Property:*

<u>Information for Platted property</u>	OR	<u>Information for Unplatted property</u>
Lot _____		Tract _____
Block _____		Survey _____
Subdivision _____		Abstract _____
No. of Lots _____		No. of Acres _____

*** FOR PROPERTIES NOT IN A RECORDED SUBDIVISION SUBMIT A CURRENT SURVEY AND COMPLETE METES AND BOUNDS DESCRIPTION BY A TEXAS REGISTERED PROFESSIONAL LAND SURVEYOR. (R.P.L.S.)**

Describe the proposed development (density per acre - i.e. mobile homes per acre, number of town houses on zero lot line houses per acre, etc.)

Improvements Planned: Yes _____ No _____

_____ Public Sewer	_____ Private Sewer
_____ Public Water	_____ Private Water
_____ Paved Public Internal Streets	_____ Paved Private Internal Streets
_____ Access to Public Road	_____ Unpaved Private Internal Streets
_____ Street Lights	_____ Other Amenities (List)
_____ Sidewalks	_____
_____ Parks	_____

The undersigned has read the above application and does hereby certify that all information contained therein is true and correct. I further certify that I have been informed of the times and dates that this request will be considered by the Planning & Zoning Commission and the City Council. I further agree to the placement of a temporary sign on the site advising the general public of the proposed Special Use Permit (SUP).

Signature of Property Owner (s)

Date

Name of Property Owner (s) (Print)

Date

AFFIDAVIT

(Appointment of Representative)

THE STATE OF TEXAS

COUNTY OF WEBB

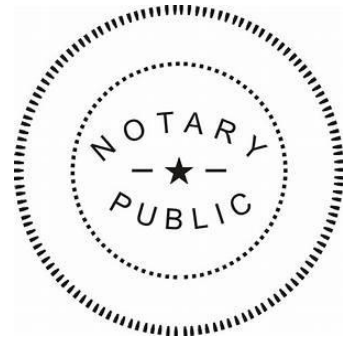
BEFORE ME, the undersigned official, on this day personally appeared _____, who is personally know to me, and first being duly sworn according to law upon his/her oath deposed and said:

“My name is _____; I am over eighteen (18) years of age and I reside at _____. I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property which is the subject of this proposed Special Use Permit (S.U.P.). I have designated _____ to represent me in filling an application for a Special Use Permit (S.U.P.) with the Planning Department of the City of Laredo, and to appear on my behalf at all necessary meetings of the Planning and Zoning Commission and the City Council of the City of Laredo with respect to this Special Use Permit (S.U.P.) request. In relation to this, it is my understanding that as owner of the fore mentioned property either I or my designated representative may appear on behalf of the proposed Special Use Permit (S.U.P.). It has been explained to me and I understand that a written notice must be filed with the Director of the Planning & Zoning Department of the City of Laredo, Texas, to give notice to the City of the termination or substitution of representation in this request zone case.”

Affiant

On _____, 20____, personally appeared _____ and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts therein are true and correct.

Notary Public, State of Texas



SITE PLAN GUIDE

An application for Special Use Permit requires submission of a site plan with the application. The site plan is used by the Planning & Zoning Commission and the City Council in their decision making process. Moreover, the site plan becomes an attachment to the ordinance. Therefore, the site must ultimately look like the site plan or the ordinance becomes null and void after P & Z and Council action.

An accurate site plan must be submitted or the case will be put on hold. An accurate site plan must contain the following information before it can be accepted.

- 1) The site plan should be drawn to scale: 1 in. = 20 ft., with an arrow showing north.
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries with measurements
- 4) Show any streets which abut the site. Street names must be included.
- 5) Show all existing and /or proposed entrances, exits, and off-street parking.
***NOTE:** Site plans for location which will be used for commercial purposes must show required off-street parking, maneuvering space, and fencing. No head-in parking is allowed.
- 6) Show all existing and/or proposed buildings or structures on the site, and their dimensions.
***NOTE:** Any proposed structures on the site must be shown with the proper setbacks. (Setbacks should be drawn with dashed lines.)

GUIA PARA EL PLANO DE UBICACION

La solicitud de un Permiso de Uso Especial, requieren presentar un plano de ubicación junto con su respectiva solicitud. Este plano es utilizado por la Comisión de Planificación y Zonificación así como por el Concilio de la Ciudad durante el proceso que se lleva para otorgar una desición final. Además, el plano de ubicación se adjunta a la ordenanza y el sitio deberá mostrarse finalmente tal y como lo indica dicho plano o de lo contrario la ordenanza sera nula e inválida en caso de que la commission de Planificación y Zonificación de acuerdo con el Concilio aprueben su aplicación.

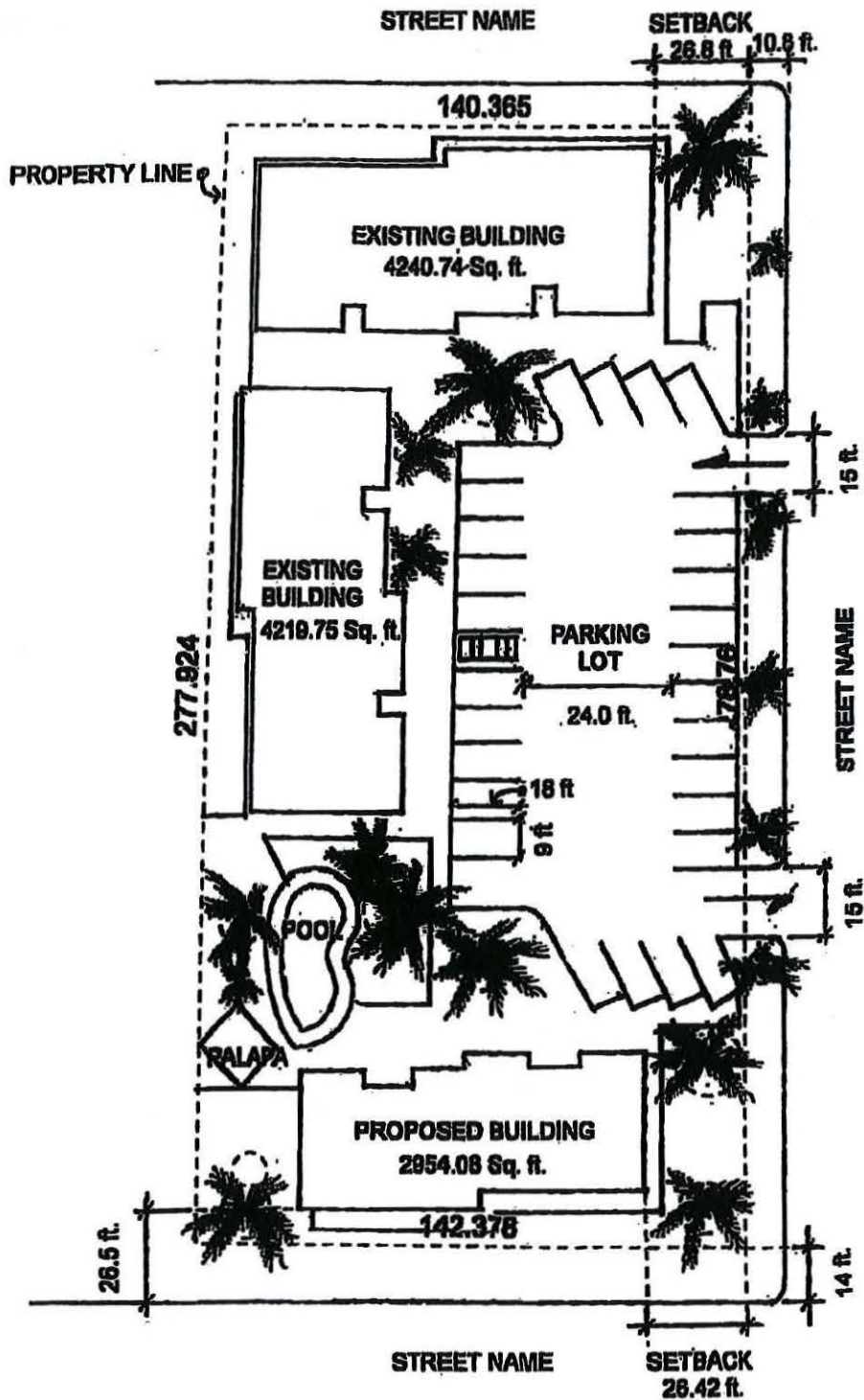
El plano de ubicación deberá presentarse con la mayor precisión posible o el trámite se verá aplazado hasta obtener el correcto. Un plano de ubicación preciso debe contener la siguiente información antes de ser aceptado:

- _____ 1) Deberá ser dibujado a escala: 1 pulgada = 20 pies, incluyendo la flecha señalando el Norte.
- _____ 2) Deberá incluir la descripción legal correcta y el domicilio fisico del sitio.
- _____ 3) Deberá mostrar todas las líneas divisorias y/o límites del terreno y sus medidas.
- _____ 4) Deberá mostrar las calles próximas al sitio incluyendo sus respectivos nombres.
- _____ 5) Deberá mostrar la flecha señalando el Norte en su plano.
- _____ 6) Todas las medidas deberan ser en pies y pulgadas.

Otros requisitos adicionales para el plano de ubicacion son los siguientes:

- a. Deberá mostrar todas las entradas, salidas y estacionamientos existents y/o propuestos.
***NOTA:** Planos de ubicación que serán utilizados para propósitos de uso commercial, deberán presentar area de estacionamiento exclusivo, espacio de maniobras y cercas requeridos. No se permite estacionamiento ajeno al edificio.
- b. Deberá mostrar todos los edificios o estructuras existents y/o propuestos en el lugar y sus dimensiones.
***NOTA:** Cualquier estructura propuesta en el sitio deberá mostrarse respetando las restricciones propias del terreno (los límites a respetar deberán dibujarse con línea interrumpida)
- c. Deberá mostrar ubicación y dimensiones de señalamiento y anuncios propuestos.

SITE PLAN EXAMPLE



ENTRANCE

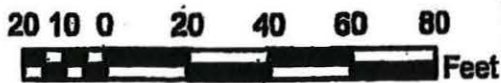
LEGEND:



EXIT

ADDRESS:
LEGAL DESCRIPTION:

LOT _____
BLOCK _____
SUBDIVISION NAME _____



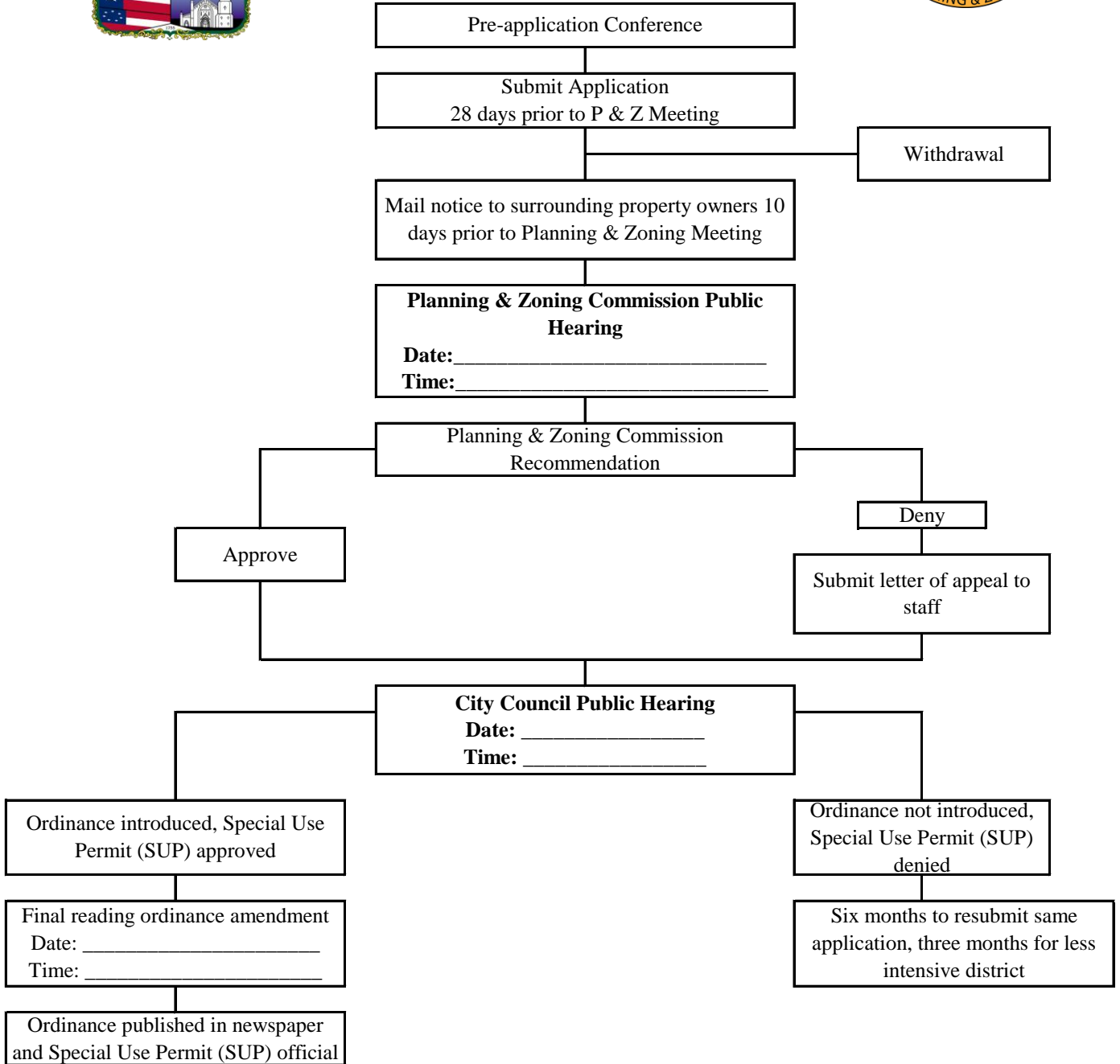
SCALE



CITY OF LAREDO

Special Use Permit Application

Fee - \$ 400.00



***Note:** Meeting dates for the Planning & Zoning Commission and City Council are tentative. Please check with the Planning Department to confirm date.

APPLICATION CHECKLIST

(Zone Change; Conditional Use Permit; Special Use Permit)

NOTE: Not every item on this list is required for every application; please check with Planning Staff prior to applying.

_____ **APPLICATION FOR ZONE CHANGE, CONDITIONAL USE PERMIT and SPECIAL USE PERMIT –**

Completed application form including all required documentation shall be submitted together; **incomplete applications will not be accepted.**

_____ **PROOF OF OWNERSHIP** – Copy of recorded deed or other recorded legal document indicating ownership of the property. If owner of the property is a corporation, proof of authority of signing party must be provided.

_____ **ARTICLES OF INCORPORATION, CONDOMINIUM DECLARATIONS, COVENANTS &/OR RESTRICTIONS**
If the property is owned by a business entity or is part of a condominium (commercial or residential), articles of incorporation and condominium declarations must be provided; in all cases covenants and/or restrictions must be provided or a statement from property owner that none exist.

_____ **AFFIDAVIT** – If the property owner wishes to designate a representative, or allow another person to apply on the property owner’s behalf, a signed and notarized affidavit must be submitted.

_____ **TAX CERTIFICATE** – Original tax certificate from the City of Laredo, indicating all taxes are paid to date. Any delinquent or outstanding taxes must be paid in full prior to submitting the application.

_____ **METES AND BOUNDS DESCRIPTION WITH SURVEY MAP** – If a legal subdivision has not been recorded for the property, one (1) copy of a written metes and bounds description, signed and sealed by a professional engineer or a registered land surveyor and accompanied by a survey map, shall be submitted.

_____ **SITE PLAN (required only for Conditional Use Permit and Special Use Permit)** – The site plan is used by the Planning Department, the Planning and Zoning Commission and the City Council in their decision making process and becomes an attachment to the CUP/SUP ordinance. Refer to the CUP or SUP application for Site Plan Guidelines.

_____ **NARRATIVE DESCRIPTION (required only for Conditional Use Permit and Special Use Permit)** – A brief description of the business operation: proposed activities, hours of operation, number of employees, number of vehicles, and any other information relevant to the proposed use.

_____ **SUPPLEMENTARY INFORMATION (when applicable)** - Additional information may be requested as is necessary to evaluate the impacts of the Conditional Use Permit or Special Use Permit. Information requested may include, but is not limited to, tank or equipment specifications, documents related to petroleum/mineral extraction, elevations of the proposed new or remodeled structures, analysis of the traffic impacts of the proposed use, or evaluation of the environmental impacts of the proposed use.

_____ **SUBMITTAL VERIFICATION FORM** – One (1) copy of the form to be signed by the applicant (property owner) and designated representative.

_____ **APPLICATION FEE** – Check or money order made payable to the “City of Laredo.”

GENERAL INFORMATION AND APPLICATION PROCESS

(Zone Change; Conditional Use Permit; Special Use Permit)

Pre-application meeting: It is strongly recommended that an applicant and/or designated representative set up a pre-application meeting with Planning staff for the project prior to the submittal of a zoning, Conditional Use Permit or Special Use Permit application.

Submission and acceptance of application: The applicant or designated representative shall submit all required documents listed on the appropriate application form to begin the zone change, Conditional Use Permit or Special Use Permit process. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Staff Comments and Recommendation: The Planning staff will review the application and prepare a staff report, including comments regarding the request and a recommendation for action, which is given to both the Planning and Zoning Commission and City Council. Staff provides a copy of the recommendation to the applicant and/or designated representative. The recommendation is included in the Commission meeting packet, which is posted on Planning Department's website.

Process for zone change, Conditional Use Permit or Special Use Permit: The process takes approximately three months. Approval is not guaranteed; the fee is non-fundable. The first public hearing takes place before the Planning and Zoning Commission and the second before the City Council. Public hearings are open to all interested parties. Anyone may present testimony in favor of or in opposition to the requested zone change, Conditional Use Permit or Special Use Permit request.

Planning and Zoning Commission Meeting: Not less than ten days prior to the Planning and Zoning Commission meeting, a notification letter is mailed to property owners within 200 feet of the subject property. The notification letter includes a response form which can be returned to the Planning Department to indicate support or opposition to the requested change. At the public hearing, the Planning and Zoning Commission make a recommendation to City Council. Applications which are recommended for approval go to City Council approximately a month later. If the Commission recommends denial, the applicant may submit a written appeal to the Planning Department within 30 days of the recommendation.

City Council Meeting: Not less than fifteen days prior to the City Council meeting, a notice of the public hearing is published in the *Laredo Morning Times* newspaper. If the case is going to City Council on appeal, in addition to the published notice, a notification letter is sent to the property owners within the 200-foot notification area. The ordinance is introduced at the public hearing. The City Council may or may not follow the Planning and Zoning Commission's recommendation. City Council's decision is final. If approved, the ordinance will receive a final reading at the following City Council meeting. The ordinance is final as of the date of publication in the newspaper, usually 4 or 5 days after the meeting. A signed copy of the ordinance will be provided to the applicant and designated representative as soon as it is available. If the application is denied, there is a waiting period of 6 months prior to reapplying for the same zoning or a more intense zone and 3 months for a less intense zone.

Presentation/Postponement or Withdrawal: It is up to the applicant or designated representative whether or not they want to be present at both public hearings. No presentation is required, but the applicant may want to be available to answer questions. Public hearings will generally not be postponed if notice of the public hearing has been mailed or published. Public hearings may be held, and action taken, whether or not the applicant or designated representative is in attendance. Any request for postponement or withdrawal of the application must be submitted in writing to the Planning Department. Depending upon the timing of the request for withdrawal with regard to the public notices, there may or may not be a waiting period prior to reapplying for the same property.

For additional information, please contact the Planning Department at (956) 794-1613.

SUBMITTAL VERIFICATION FORM

(Zone Change; Conditional Use Permit; Special Use Permit)

- I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided may delay the processing of the application and may delay any scheduled public hearings.

- I understand that City staff will visit and photograph the subject property; that a zone change sign will be placed on the property; and that this application, including all submitted documents and staff photos relating to this zoning case are public information and can be made available through an open records request.

- I have had the zone change process explained to me, have received that information in print, and understand the application fee is non-refundable. I have been informed of the option to apply for a Conditional Use Permit, if appropriate.

- I understand that the applicant or designated representative should attend the public hearings before the Planning and Zoning Commission and the City Council. If the applicant or representative fails to appear at either of the scheduled public hearings, the application may be postponed or may be heard at the discretion of the body holding the hearing.

- I understand the approval of the zone change, Conditional Use Permit or Special Use Permit by City Council is not guaranteed. I understand that City Council may modify, deny, or table this application at its discretion and may or may not follow the recommendations of the Planning Department or the Planning and Zoning Commission.

- I understand I have the right to request an appeal of a negative recommendation by the Planning and Zoning Commission to City Council, and that such request must be made in writing and submitted to the Planning Department within 30 days of the recommendation for denial by the Planning and Zoning Commission.

- I understand that the application may be withdrawn at any time prior to the public hearing before the City Council and that the written request must be submitted to the Planning Department. I understand that there will be a waiting period of 6 months prior to reapplying for the same zoning or a more intense zone, or 3 months for a less intense zone.

Name of Applicant (Land Owner)

Name of Representative

Applicant's (Land Owner's) Signature

Representative's Signature

Date

Date