APPLICATION REQUIREMENTS FOR A FOR SPECIFIC USE PERMIT

General Information

Specific Use Permits (SUP's) are approved to allow uses that, with special conditions and development restrictions, may be considered compatible in a Zoning District in which they are not allowed by right. The City Council, after receiving a recommendation from the Planning and Zoning Commission, may approve the permit based on its determination that the uses requested are in general conformance with the Comprehensive Land Development Plan and the objectives of the City, and that the permit contains the requirements and safeguards that are necessary to protect adjoining property. In granting an SUP, the City Council may impose conditions to which the property must comply before a Certificate of Occupancy may be issued by the Building Official. If the SUP is approved, the applicant must secure a Building Permit or Certificate of Occupancy within two years; otherwise, the SUP expires and the applicant must go through the entire process again to obtain another one.

SUP applications must be accompanied by a detailed exhibit as described in Section 84-150 of the Unified Development Code. **If approved by staff, the SUP exhibit can be combined with Site Plan requirements to serve as the approved Site Plan for a development.**

The Planning and Zoning Commission meets on the ***first and third*** **Tuesday of each month.** The City Council meets on the ***second and fourth*** **Tuesday of each month.**

Instructions

1. **Conditions of Approval** In making a decision regarding a requested zoning change, the P&Z and City Council consider whether substantial reasons exist why the property cannot be used in accordance with current zoning, and whether the proposed change meets the following thirteen evaluation criteria. A SUP will not be recommended for approval by the P&Z unless the Commission finds that ALL of the following conditions exist:

a) The proposed use complies with all the requirements of the Zoning District in which the SUP is located.
b) The proposed use as located and configured will contribute to or promote the general welfare and convenience of the City.
c) The benefits that the City gains from the proposed use outweigh the loss of or damage to any homes, businesses, natural resources, agricultural lands, historical or cultural landmarks or sites, wildlife habitats, parks, or natural, scenic, or historical features of significance; and outweigh the personal and economic cost of any disruption to the lives, business, and property of individuals affected by the proposed use.
d) Adequate utilities, road access, drainage, and other necessary supporting facilities have been or shall be provided.
e) The design, location, and arrangement of all public and private streets, driveways, parking spaces, entrances, and exits shall provide for safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments.
f) The issuance of the SUP does not impede the normal and orderly development and improvement of neighboring vacant property.
g) The location, nature, and height of buildings, structures, walls, and fences are not out of scale with the neighborhood.
h) The proposed use will be compatible with and not injurious to the use and enjoyment of neighboring property, nor significantly diminish or impair property values in the vicinity.
i) Adequate nuisance prevention measures have been or shall be taken to prevent or control offensive odors, fumes, dust, noise, vibration, and visual blight.
j) sufficient on site lighting is provided for adequate safety of patrons, employees, and property and that such lighting is adequately shielded or directed so as not to disturb or adversely affect neighboring properties.
k) There is sufficient landscaping and screening to ensure harmony and compatibility with adjacent properties.
l) The proposed operation is consistent with the applicant's submitted plans, master plans, and projections, or where inconsistencies exist, the benefits to the community outweigh the costs.
m) The proposed use is in accordance with the City's Comprehensive Land Development Plan.

2. **Staff Review** The application for rezoning will first be reviewed by City staff on the Development Services Group (DSG) for compliance with City codes, regulations, and policies. The following items must be submitted to the Planning and Development Department by noon on Monday in order to be distributed in staff meeting the next day. Staff comments will be returned to the applicant the following week. All plans submitted shall be folded to approximately 8"x9", with the title on top.

- ❑ completed application form and check list
- ❑ application fee: Zero to 5 acres **$250.00**
  5 to 25 acres **$500.00**
  Over 25 acres **$500.00 + $10.00 per acre over 25 acres**
  (Renewal of Specific Use Permit required by condition) - one half (1/2) the original Specific Use Permit Fee.
- ❑ Tax Certificate from Tarrant County
- ❑ Tax Certificate from Grapevine-Colleyville Independent School District if the property is located north of Bear Creek
- ❑ A site survey (metes and bounds description), along with a drawing of the property requested to be granted a SUP with the seal of a Texas-registered professional surveyor or civil engineer. Metes and bounds descriptions shall begin at a street intersection or a survey abstract corner which is shown on the drawing. Drawings shall be to scale.
- ❑ Additional information required by staff per Code of Ordinances 84-151(c)
- ❑ 15 – 24"x36" copies of the Exhibit (see attached list) (or Site Plan, if applicable)
- ❑ Digital .pdf format files of all submitted drawings.

3. **Planning and Zoning Commission (P&Z) Review** Staff comments are forwarded to the applicant for preparation of a revised submittal. The revised submittal is again reviewed by the DSG, and if it conforms to City codes, regulations, and policies (or includes a request for a variance), it is certified as such and placed on the P&Z agenda. One 8 ½"x11" copy; 3 folded and collated copies; and digital files in .pdf format of all exhibits must be submitted to the Planning and Development Department by noon on the Monday that is fifteen (15) days prior to the P&Z meeting.

Public hearings prior to the P&Z recommendation and the City Council decision are required for all zoning change cases in order to give citizens who may be affected by the proposed change an opportunity to voice their support or opposition. When the case is certified and placed on the P&Z agenda, notices of the proposed change are sent to all property owners within 200 feet of the property on the application, 10 days prior to the P&Z meeting. At the P&Z meeting, the Commission first holds the public hearing and then decides what recommendation it will make to City Council based on the staff report and public input.

4. **City Council Review** The staff report, P&Z recommendation, and public response to the proposed zoning change are then made available to the public, and an additional public hearing is scheduled within 30 days of the initial hearing. By law this public hearing must be advertised in the newspaper 15 days before it is held. The second public hearing is then conducted at a City Council meeting, after which the Council makes the final decision on the request.

5. **Presentation** It is recommended that applicants prepare a brief presentation on their proposal for each public hearing. Maps, slides, and handouts are also helpful. The applicant should make the presentations, but it is recommended that the property owner also be present at the hearing to answer questions if necessary. Applicants may want to include in their presentation:

- ❑ present and proposed zoning and use
- ❑ compatibility of proposed zoning with surrounding zoning and land uses
- ❑ important physical feature such as topography, roadways, or creeks
- ❑ a statement of the need for the proposed Specific Use Permit
- ❑ descriptions of the ways the proposal is consistent with the City's Comprehensive Land Development Map
- ❑ evidence of support from adjacent landowners

Specific Use Permit

City of Euless
201 N. Ector Drive
Euless, Texas
817-685-1684

PART 1. APPLICANT INFORMATION

BUSINESS OWNER (Legal Entity): _____ **dba** _____
Official Address to send all City correspondence: _____ Suite _____
City: _____ State: _____ Zip: _____
Applicant/Agent Name: _____
Mailing Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone ( ) _____ Fax ( ) _____ Email: _____

PROPERTY OWNER (Please print): _____
Signature: _____
Mailing Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone ( ) _____ Fax ( ) _____ Email: _____

PART 2. PURPOSE OF PROPOSAL

In what ways have conditions changed substantially since the current zoning was set for this property?
_____
_____

How would the proposed amendment promote the public welfare and encourage orderly city development?
_____
_____

PART 3. PROPERTY DESCRIPTION

Street Address of Property (if available): _____
LEGAL DESCRIPTION: Subdivision Name _____ Block(s) _____ Lot(s) _____
Survey Name(s): _____ Abstract No(s): _____ Tract(s): _____

PART 4. PRESENT USE OF PROPERTY (CIRCLE ONE)

VACANT LAND VACANT BUILDING SINGLE FAMILY DWELLING COMMERCIAL
MULTI-FAMILY DWELLINGS INDUSTRIAL OTHER: _____

PART 5. ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I will be fully prepared to present the above proposal at a Planning and Zoning Commission public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Department of Planning and Development. I understand that 50% of my application fee will be refunded if my written request for withdrawal is received by the Department within 24 hours after the Planning and Zoning Commission public hearing.

Applicant, Owner or Authorized Agent _____ Date _____

OFFICE USE ONLY:

Case Number: _____ Zoning Fee: _____ Date Submitted: _____

Accepted By: _____ Current Zoning: _____ Expiration Date: _____

The Development Services Group WILL NOT REVIEW any drawings that are missing any applicable check list items. Please mark all that apply and submit signed list with the application. Application will not be accepted unless this list is submitted.

Exhibit Layout

- ☐ Title Block near lower right corner
- ☐ Names, addresses, telephone and fax numbers of preparer, applicant, property owner
- ☐ North indicator, Graphic scale, Sheet number
- ☐ Vicinity map to scale
- ☐ Zoning district
- ☐ Use indicated on the 1997 Comprehensive Land Development Plan
- ☐ Bearings and distances of perimeter of subject property
- ☐ Existing and proposed drainageway locations
- ☐ Significant natural features, such as large trees, tree clusters, steep slopes
- ☐ Existing topography, in two foot contours
- ☐ Internal circulation
- ☐ Location, height, and area of all proposed signs

Impact Mitigation

- ☐ Description of all processes and activities involved in the proposed use, including hours and days of operation
- ☐ Identification of potential adverse impacts, such as increased traffic, noise, fumes, or use of hazardous materials
- ☐ Location, height, and type of walls, fences, and other screening
- ☐ Proposed buffers (landscaping and screening)
- ☐ Location of any improvements required or provided to mitigate negative impacts

Location and dimensions of all existing and proposed:

- ☐ public and private roadway rights of way and face to face pavement width
- ☐ easements
- ☐ parking areas
- ☐ loading areas
- ☐ use and storage areas
- ☐ pedestrian walkways
- ☐ lighting facilities
- ☐ trash receptacles

Existing and proposed buildings and structures, including:

- ☐ footprints
- ☐ gross floor area
- ☐ height
- ☐ roof line
- ☐ location of entrances and exits
- ☐ storage areas
- ☐ areas where work is performed
- ☐ required setbacks, consistent with the zoning district

Information about land within 200 feet of subject property boundary:

- ☐ ownership
- ☐ legal description
- ☐ zoning
- ☐ land uses
- ☐ paving and ROW widths
- ☐ street medians, intersections, names
- ☐ driveways and sight visibility triangles

Elevations

- ☐ building elevations with exterior façade materials and percentages indicated
- ☐ elevations of proposed screening for trash receptacles, storage areas, and site, with type of materials

EXHIBIT PREPARER'S ACKNOWLEDGEMENT:

I prepared this Exhibit in accordance with the City of Euless Unified Development Code.

_____ _____
Exhibit Preparer's Signature Date

_____ _____
Printed Name Printed Title

ADDITIONAL INFORMATION THAT MAY BE REQUIRED BY STAFF PER CODE OF ORDINANCES 84-151(c) FOR SPECIFIC USE PERMIT APPLICATIONS

- ❑ Any final environmental assessment and/or final environmental impact statement that may be required pursuant to state or federal statutes
- ❑ Copies of studies or analyses upon which projections have been based for the need or demand for the proposed facility
- ❑ Copies of studies or analyses upon which alternatives have been based and evaluated
- ❑ Description of the present use, assessed value, and actual value of the land affected by the proposed facility
- ❑ Description of the proposed use, anticipated assessed value, and supporting documentation
- ❑ Description of any long term plans for the future use or development of the property
- ❑ Description of the applicant's ability to obtain easements to serve the proposed use
- ❑ Description of the type, feasibility, and cost of any proposed mitigation necessary to make the proposed use compatible with current and future land use patterns
- ❑ Description of any special construction requirements that may be necessary for any construction or development on the property
- ❑ If the proposed use will result in a significant increase in traffic, a traffic impact analysis prepared by a certified professional engineer qualified in the field of traffic engineering and forecasting
- ❑ If the proposed use will result in the production of noise of 50 decibels at the property line from 10 p.m. to 7 a.m., or 55 decibels at the property line from 7 a.m. to 10 p.m., a map showing projected noise at 55, 60, 65, 50, and 75 dbL noise contours; data showing projected distribution of single event noise events for each half hour throughout the day, including expected decibel levels and duration of noise events; and projected cumulative noise totals from all facility-related noise.

CONTACTS

FRANCHISE UTILITY COMPANIES

ONCOR – ELECTRIC

2001 N. Industrial Boulevard
Bedford, Texas 76021
(817)858-2506

AT&T

Eugene Patton
2513 W.E. Roberts, Ste 200
Grand Prairie, Texas 75051
(972) 660-0066
eugene.d.patton@att.com

ATMOS ENERGY CORPORATION

Robert C. Shaddox
Project Manager - Mid Tex Division
(817) 359-1334 Office
(817) 375-7979
Robert.Shaddox@atmosenergy.com

TIME WARNER CABLE

Phillip Gwin
1565 Chenault St.
Dallas, TX 75228
(214)320-5433
(214) 320-7559 fax

Abandoning Easements:
Josh Stewart
(214)320-7544
(214)328-2882
Juan Zapata
(214)320-7404
1565 Chenault St.
Dallas, TX 75228

TAX OFFICES

CITY AND H/E/B SCHOOL DISTRICT
(property located south of Little Bear Creek)
Tarrant County Tax Assessor/Collector
100 E. Weatherford Street
Fort Worth, Texas 76196
(817) 884-1186

GRAPEVINE SCHOOL DISTRICT
(property located north of Little Bear Creek)
Grapevine Tax Office
3072 Mustang Drive
Grapevine, Texas 76051
(817) 481-1242

DEVELOPMENT SERVICES GROUP

Mike Collins, Director of Planning and Economic Development	(817) 685-1684
Stephen Cook, Senior Planner	(817) 685-1648
Don Sheffield, Building Official	(817) 685-1656
Hal Cranor, Director of Public Works	(817) 685-1646
Allen Harts, Senior Civil Engineer	(817) 685-1647
David Allen, Geographic Information Services Manager	(817) 685-1633
Paul Smith, Fire Marshal	(817) 685-1659
Gary Landers, Police Captain	(817) 685-1506

CITY OF EULESS, TEXAS
FRANCHISE UTILITY COMPANY APPROVAL

Regarding (Addition Name): _____

Utility easements have been provided on the Plat for the above described addition in a manor and location that is sufficient for (Name of Utility Company)_____ to provide adequate service to this development.

_____ _____
Name of Representative Date

_____
Title

TITLE BLOCK FOR SPECIFIC USE PERMIT REQUESTS:

SPECIFIC USE PERMIT *Case number*
Addition Name, Blocks, Lots
____Lots located on ____Acres of Land out of the
Survey Name, Abstract Number, Tract Numbers
City of Euless, Tarrant County, Texas
Date of Preparation, with space for revision dates

PREFERRED LOCATION

24”x36” Sheet

- Vicinity Map (scalable)
- North Arrow
- Graphic Scale
- All Notes
- Architect/Engineer/Surveyor Seals & Signatures
- Owner/Developer/Plan Preparer Information

City Approval Block
Title Block

ALTERNATE LOCATION

24”X36” Sheet

- Vicinity Map (Scalable)
- North Arrow
- Graphic Scale
- All Notes
- Architect/Engineer/ Surveyor Seals & Signatures
- Owner/Developer/ Information

City Approval Block
Title Block