

Conditional Use Permit Application
Land Use Code Appendix B, Sections 1121 – 1137

Step 1: Pre-Application meeting with City Staff Meeting Date: _____

Office Use Only Staff Initials _____

Step 2: Complete the application below Application Date: _____
Please print the following information:

Applicant's Name: _____ Telephone: _____
Applicant's Fax: _____ E-mail: _____
Mailing Address: _____

Owner's Name: _____ Telephone: _____
Owner's Fax: _____ E-mail: _____
Mailing Address: _____

Engineer/Surveyors Name: _____ Telephone: _____
Engineer/Surveyors Fax: _____ E-mail: _____
Mailing Address: _____

Legal Description of Property: Lots: _____ Block: _____ Subdivision: _____
Zoning on Property: _____
Purpose of Conditional Use Permit Application: _____

Office Use Only
<input type="checkbox"/>
<input type="checkbox"/>

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
 - B. Application Fee: \$300.00
- (All checks payable to City of Marble Falls)

Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS CONDITIONAL USE PERMIT APPLICATION.

Applicant's Signature	Owner's Signature (notarized)	Date
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STATE OF TEXAS:
COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On:

Conditional Use Permit Application Materials

Required*	Complete	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Tax certificate showing legal owner (with no taxes due)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Survey: Ten (10) copies of site plan, 18"x24", One (1) copy at 11"x17, and One (1) copy at 8 ½" x 11" sealed by a licensed surveyor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Digital copy of survey on CD or flash drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Applicant presentation to Planning and Zoning Commission and City Council
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Address and legal description of the property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Statement: A statement describing the nature and operating characteristics of the proposed use, including any data pertinent to the findings required for approval of the application. For uses involving public assembly or industrial processing or uses potentially generating high volumes of vehicular traffic, the City Manager may require specific information relative to the anticipated peak loads and peak use periods, relative to industrial processes and the ability of the use to meet performance standards or substantiating the adequacy of proposed parking, loading, and circulation facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Plans: Site plans, preliminary building elevations, preliminary improvement plans, and such additional maps and drawings, all sufficiently dimensioned as required to illustrate the following: <ul style="list-style-type: none"> ◆ The sate, scale, north arrow, title, owner name, and name of person preparing the site plan ◆ The location and dimensions of boundary lines, easements, and required yards and setbacks ◆ Location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site and the approximate location of existing buildings on abutting sites within fifty (50) feet ◆ The location of watercourses and drainage features ◆ The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum parking requirements ◆ The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current uses of nearby parcels, and any proposed off-site improvements

Staff's Signature

Date

*Required items to be determined at Pre-Application meeting