



APPLICATION FOR SPECIAL USE PERMIT

FEE \$300.00

ZC- -20



APPLICANT _____ OWNER _____

ADDRESS _____ ADDRESS _____

TELEPHONE _____ TELEPHONE _____

* **NOTE:** If applicant is different from the owner named on the deed, page four (4) of this application must be completed and notarized.

Address of location for Special Use Permit: _____

TYPE OF SPECIAL USE PERMIT REQUESTED & REQUIRED ZONING:

- | | |
|--|--|
| _____ COMMUNICATION TOWERS; | (See Section 24.63.2 L.L.D.C.) |
| _____ TOWNHOUSE; | R-2, R-3. |
| _____ TRAVEL TRAILER/R.V. PARK; | AG, R-2, R-3, R-O, B-1, B-1R, CBD, B-4.
(NO S.U.P. required in a B-4 zone.) |
| _____ MANUFACTURED HOUSING PARK; | AG, R-2, R-3, R-O, B-1, B-1R, CBD,
B-3, R-1-MH (See Sec. 24.93.2,
L.L.D.C.) |
| _____ OIL AND/OR GAS EXTRACTION; | (See Sec. 24.93.4, L.L.D.C. w/ M-2 no
S.U.P.) |
| _____ MINERAL EXTRACTION; | B-4, M-1
(NO S.U.P. required in M-2, or MXD
zones)(See Sec. 24.93.4, L.L.D.C.) |
| _____ SAND/GRAVEL SALES, STORAGE,
AND/OR EXTRACTION; | B-4, M-1(NO S.U.P. required in M-2, or
MXD zones) |
| _____ CHEMICAL AND ALLIED PRODUCTS
MANUFACTURING (NON-HAZARDOUS); | M-1(NO S.U.P. required in M-2, or MXD
zones.) |
| _____ HAZARDOUS CHEMICAL MANUFACTURING; | M-2 |
| _____ RESEARCH LAB (HAZARDOUS); | M-2 |
| _____ SALVAGE AND/OR RECLAMATION;
USED APPLIANCE YARD; | M-1, M-2, MXD
(See Sec. 24.93.3, L.L.D.C.) |

- _____ RECREATION CAMP; (See Sec. 24.93.2.1, L.L.D.C.)
- _____ STORAGE OF FLAMMABLE AND EXPLOSIVE PRODUCTS; (See Sec. 24.93.4.2, L.L.D.C. w/ M-2 no S.U.P.)
- _____ FLEA MARKET; (See Sec. 24.93.5, L.L.D.C.)
- _____ ELECTRONIC DISPLAYS; (See Sec. 24.93.6, L.L.D.C.)
- _____ NATIONALIZATION OF VEHICLES ENTERPRISE (See Sec. 24.93.11, L.L.D.C., B-3 and higher)
- _____ MINI-STORAGE/WAREHOUSING (See Sec. 24.93.7, L.L.D.C., B-1, B-3, no S.U.P. required in a B-4 District)
- _____ BARS, NIGHT CLUBS, CANTINAS, AND SALOONS (See Sec. 24.93.8, L.L.D.C., required only in historic districts within the CBD.)

PRESENT LAND USE _____

PRESENT ZONING _____

THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THIS APPLICATION:

- _____ COPY OF DEED
- _____ DEED RESTRICTIONS (IF APPLICABLE)
- _____ TAX CERTIFICATES (CITY OF LAREDO, WEBB COUNTY AND SCHOOL DISTRICT)
- _____ SITE PLAN

LEGAL DESCRIPTION OF PROPERTY*:

LOT _____ *PORCION(ES) _____
 BLOCK _____ *SURVEY _____
 SUBDIVISION _____ *ABSTRACT _____
 NO. OF LOTS _____ *NO. OF ACRES _____

* For properties not in a recorded subdivision submit a complete metes and bounds description by a Texas Registered Public Surveyor.

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
- _____ Public Water
- _____ Paved public internal streets
- _____ Access to public road
- _____ Street Lights
- _____ Sidewalks
- _____ Parks

- _____ Private Sewer
 - _____ Private Water
 - _____ Paved private internal streets
 - _____ Unpaved private internal streets
 - _____ Other Amenities (list)
-
-

Signature of Owner(s)

Date

NOTE: If applicant is different from the owner named on the deed, page three of this application must be completed and notarized.

AFFIDAVIT

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 zone change. I have designated _____ to represent me in filling an application for a zone change 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 zone change. 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 zone change. It has been explained to me and I understand that a written notice must be filed with the Director of Planning for the City of Laredo, Texas, to give notice to the City of the termination or substitution of representation in this 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

Application for zone change, Conditional Use Permit, or Special Use Permit requires submission of a site plan with the application. The site plan is used by the Planning and Zoning Commission and the City Council in their decision making process. Moreover, the site plan becomes an attachment to the ordinance, and 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 on 8 ½ x 11 inch paper, (1in.= 20 ft. usually works well), with an arrow showing north.
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries and 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 locations 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.)
- 7) Location and dimensions of all proposed signage.

GUIA PARA EL PLANO DE UBICACION

La solicitud de un cambio de zona, Permiso de Uso Condicional o Permiso de Uso Especial, requiere presentar un plano de ubicación junto con su respectiva solicitud. Este plano es utilizado por la Comisión de Planeación y Zonificación así como por el Concilio de la Ciudad durante el proceso que se lleva para otorgar una decisión 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 será nula e inválida en caso de que la comisión de Planeación y Zonificación de acuerdo con el Concilio hayan dado su aprobación.

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 en una hoja de papel de 8 ½ x 11 pulgadas (por lo general la escala: 1 pulg. = 20 pies, funciona bien), incluyendo la flecha señalando el Norte.
- 2) Deberá incluir la descripción legal correcta y el domicilio físico 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 todas las entradas, salidas y estacionamientos existentes y/o propuestos.
*NOTA: Planos de ubicación que serán utilizados para propósitos de uso comercial, deberán presentar área de estacionamiento exclusivo, espacio de maniobras y cercados requeridos. No se permite estacionamiento ajeno al edificio.
- 6) Deberá mostrar todos los edificios o estructuras existentes 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)
- 7) Deberá mostrar ubicación y dimensiones de señalamiento y anuncios propuestos.



Special Use Permit Application Fee - \$300.00

