

# APPLICATION FOR SPECIAL PERMITS



1. Case Z- \_\_\_\_\_ Applicant \_\_\_\_\_
2. Property Address \_\_\_\_\_
3. Legal Description: (Submit certified field notes, if not subdivided with lot and block description)  
 Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_
4. Existing Property Use: \_\_\_\_\_ 5. Proposed Property Use: \_\_\_\_\_
6. Existing Special Permit: \_\_\_\_\_ 7. Proposed Special Permit: \_\_\_\_\_
8. Existing Land Use Plan Designation: \_\_\_\_\_ 9. Existing Zoning: \_\_\_\_\_
10. Development Plan included? \_\_\_\_\_ All applications for special permits must be accompanied by development plans that includes elements such as a site plan drawn to scale showing building locations, parking layout, utilities, fencing and landscaping as well as other information as required by Section 28-171 of the Zoning Ordinance.
11. If permit is for child care or group residence, how many patrons will this facility serve? \_\_\_\_\_
12. Have any of these requests been made before? \_\_\_\_\_ Dates? \_\_\_\_\_
13. Fee: \$300.00 Date paid: \_\_\_\_\_ (Make check payable to the City of Waco)
14. The next monthly deadline is 5 p.m. on \_\_\_\_\_ to be heard at the Plan Commission meeting on \_\_\_\_\_ and at the City Council on \_\_\_\_\_.
15. I hereby certify that a) the information included in this application is true to the best of my knowledge, and b) I have checked to determine that no deed restrictions apply to this property that conflict with this request.

Applicant's Signature	Date	Name (PRINTED),	Address+Zip	Telephone
Present Owner's Signature	Date	Name (PRINTED),	Address+Zip	Telephone
Buyer's Signature, if under contract	Date	Name (PRINTED),	Address+Zip	Telephone

16. List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case until the following month. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. **IT IS IMPERATIVE THAT SOMEONE REPRESENT THE APPLICANT AT EACH PUBLIC HEARING TO ANSWER ANY QUESTIONS WHICH THE COMMISSION, COUNCIL OR PUBLIC MAY HAVE.** The City has adopted a Comprehensive Plan which is used as a guide in considering requests for changes in zoning. Any request should be in general conformance with that plan or the applicant should be prepared to present evidence to the Commission that the plan should be changed. The Plan Commission holds a public hearing on each request to determine the effect of the proposed uses upon the neighborhood, traffic, utilities, public health and safety and general welfare. After receiving the report and recommendation of the Plan Commission, the City Council also holds a public hearing on the application. Such hearings and their notices are given in accordance with State statutes and City ordinances regulating the rezoning of property.

18. **Mail this application to:**  
**City of Waco, Planning Services, P.O. Box 2570, Waco, TX 76702-2570** Or deliver to Planning Services located at 401 Franklin Avenue. If you need more information, please call 254/750-5650.

## **Special Permit Checklist and Criteria**

### **Submittal of Application**

\_\_\_\_\_ Complete the application and state the reason why the applicant is requesting a Special Permit.

\_\_\_\_\_ Pay filing fee of \$300.00.

\_\_\_\_\_ Include map(s) indicating the following:

1. Existing and proposed locations and arrangements of uses on the site, abutting sites within 50 feet, and any other information needed to describe or identify the proposed development.
2. Existing and proposed site improvements; building elevations for buildings on the site; any off-site improvements, utilities, facilities, drainage systems; street features, and trees. Building elevations shall indicate the general height, bulk, scale, and architectural character of buildings.
3. Existing and proposed topography, grading, landscaping, exterior lighting, screening, irrigation facilities, and erosion-control measures.
4. When access to a public water or sanitary sewer line is available at the site, details of the proposed connections if the water line is greater than one (1) inch or if the sewer line is greater than four (4) inches.
5. Existing and proposed parking, loading and traffic, and pedestrian circulation features on the site.

### **Criteria for Granting Special Permit**

1. The proposed use is consistent with the Comprehensive Plan.
2. The proposed use is compatible with the appropriate and orderly development of the neighborhood in which it is located.
3. The proposed use would not be more objectionable to neighboring properties because of traffic congestion, noise, fumes, vibrations, or other use characteristics than any use permitted in the zoning district without the granting of a special permit.
4. The available community facilities and services, including road systems are adequate to support the proposed use.
5. The proposed use is consistent with the special district regulations.