

SPECIFIC-USE PERMIT SUBMISSION REQUIREMENTS

A. SUBMISSION REQUIREMENTS:

A submission of a specific-use permit to the Building Department shall consist of:

- Application packet including an application form and a signed copy of the submission requirements.
- A \$150 application fee.
- Required drawing(s) (see drawing requirements).

B. APPROVAL PROCESS:

- Submit a reproducible drawing(s) with an application to the Building Department, Freeport City Hall (200 West 2nd Street). Submitting the drawing(s) for review before the application deadline is encouraged in order to allow staff adequate time to review the submittal.
- Interdepartmental staff review (Site Review Committee) is conducted.
- Staff comments are returned to the owner or owner's representative.
- The corrected reproducible(s) is submitted to the Zoning Administrator and the case placed on the Planning and Zoning Commission's agenda for the appropriate meeting.
- Written notice of the public hearing before the Planning and Zoning Commission for the Specific-Use permit will be sent to owners of real property lying within Two Hundred feet (200') of the property upon which the Specific-Use permit is requested, as measured from the subject property inclusive of streets and rights-of-way. This notice will be given not less than Ten (10) days before the public hearing to such property owners as the ownership appears on the last approved City tax roll.
- A public hearing will be held by the Planning and Zoning Commission

(NOTE: THE PROCEDURE CONTINUES ONLY IF AN APPEAL IS REQUESTED.)

- An applicant may appeal the decision of the Planning and Zoning Commission to the City Council by filing an appeal in writing to the Building Department within Fifteen (15) days after the public hearing by the Planning and Zoning Commission.
- A public hearing is scheduled before the City Council. The Council may uphold, modify, or reject the decision of the Planning and Zoning Commission.

C. ADDITIONAL NOTES:

- Note 1: Application Withdrawal – Any request for withdrawal of an application must be submitted in writing to the Building Secretary. Once a request for a conditional use permit has been advertised and notification of the public hearing mailed, such request must be placed on a public hearing agenda whereby the appropriate body will consider and act on the request for withdrawal of the application at that time. The Planning and Zoning Commission is under no obligation to grant a request for withdrawal of the application, and may still act on the request as originally submitted. It should be understood that there will be no refunds.
- Note 2: Application Presentation – At the applicable Planning and Zoning Commission public hearing, an applicant shall have Fifteen (15) minutes to make a formal presentation of the project proposal. Due to the size and arrangement of the City Council Chambers, tripod-mounted opaque renderings generally prove to be an effective means of presentation. the use of slides is another means of visual aid for project presentations. the applicant shall assume full responsibility for providing a properly prepared and compatible slide carousel to staff prior to the public hearing. The use of transparencies on an overhead projector is another effective means of material presentation. If additional equipment is needed, it shall be the applicant’s responsibility to provide or make the necessary arrangements.
- Note 3: Additional Information Submitted – Only the information which has been presented by the applicant at the Planning and Zoning Commission public hearing will be presented to the City Council at an appeal. Any additional information presented to the City Council which has not been previously submitted to and reviewed by the Planning and Zoning Commission will be referred by the City Council back to the Planning and Zoning Commission which may cause delays in action by the City Council.
- Note 4: Scheduling – The zoning application, required fees, and drawings are required to be presented to the Zoning Administrator as specified in the schedule of meetings.

I acknowledge that I have read and understand the conditional use permit procedures and requirements as presented in this packet and by staff at the pre-application conference.

Signature of Applicant or Agent

Date

CITY OF FREEPORT

FORM AND CONTENTS OF SPECIFIC-USE PERMIT SITE PLANS

Site development plan drawing(s) submitted for processing must show the following (if it applies to the site) and must be scaled, clear and complete to obtain site plan approval.

- The site development plan shall be drawn on dimensionally stable reproducible sheets and shall be appropriately drafted at an engineering scale of 1" = 50' or larger.
- Property lines, right-of-way, and easements within a minimum of Fifty feet (50') of adjoining parcels, platted or un-platted land use. Platted and un-platted parcels shall be identified with the legal description and the developer's name.
- Boundaries of the property with dimensions, with all building setback lines.
- Existing and proposed streets, lots, reservations, easements and areas dedicated to public use.
- Location of existing and proposed buildings, number of stories, gross square footage of building; solid lines indicating slab location and dashed lines indicating line of roof overhangs; A/C unit pads and covered entries; retaining walls, fences, culverts, bridges, roadways, etc; spot elevations of underground facilities. The structures to be removed or abandoned shall be shown with dotted lines.
- Locations of existing and proposed storm drainage structures, sewers, grates, inlets, detention ponds, etc, with pipe sizes, grades, and direction of flow and associated drainage easements, if any.

Limits of existing flood hazard areas within and adjacent to the property, accurately showing the limits of building encroachments and earth fill within this area.

- Location of existing and proposed utilities (water, sewer, cable television, gas, electric, and telephone) with service sizes, tap, and meter locations, service types, grades, and direction of flow indicating also related easements and spot elevations. Scaled cross-section(s) of easements that will accommodate more than one utility shall be shown and described.
- Location of power poles, guy wires and other major electrical equipment.
- Location of existing and proposed fire hydrants, with vehicle "lay-of-hose" distance (dimension distance from fire hydrant to the furthest point of the most distant structure).
- Location of existing and proposed contour lines with spot elevations for proposed to-of-curb and parking lot slabs. The Building Official will determine the extent to which this information will be shown.
- Location and screening or other description to indicate control and handling of solid waste. Indicate dumpster pad when dumpster pad is to be used.
- Location, size and height of any business sign.
- Location and nature of existing and proposed fencing and/or screening, general landscaping and signing.

- The planned use or uses of the site.
- The location and design on any off-street parking areas and handicapped or loading areas showing size and location of spaces, bays, isles, ramps and barriers in compliance with City standards.
- The location and design of all means of vehicular access to and from the site onto public rights-of way, indicating the location and size of all driveways, curb return radii, curb cuts and location and size of sidewalks and ambulatory ramps when and where required.
- Name of development, legal description of property, north arrow, scale, acreage, name and address of record owner, and engineer, architect or land planner.
- Vicinity map. Both vicinity map and site development plan shall be oriented with parallel north arrows. North arrow shall be oriented to the top of the page.
- Additional information or engineering data, in such form and content as necessary to determine that the site development plan meets the standards of the City of Freeport.

City of Freeport
Building Department
Phone: 979-233-3526

For Office Use Only

Case Number: _____
Date Filed: _____
P & Z Date: _____
Council Date: _____

**Application for
Specific Use Permit**

1. Address or general location of site: _____

2. Subdivision	Block	Lots	Acres
_____	_____	_____	_____

3. Current Zoning Classification: _____

4. Proposed use of the site (please be specific): _____

5. Reason for requesting a specific use permit: _____

I hereby certify that I am the owner or duly authorized agent of the owner, for the purposes of this application. The application fee of \$150.00 to cover the cost of this specific use permit application has been paid to the City of Freeport on _____, 20____. I also certify that I have been informed and understand the regulations regarding specific use permits as specified in the Zoning Ordinance of the City of Freeport. I understand it is necessary for me or my authorized agent to be present at both the Planning and Zoning Commission and the City Council public hearings.

Owner's Signature: _____

Owner's Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

In lieu of representing this request myself as owner of the subject property, I hereby authorize the person designated below to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person with the City (and vice versa) in processing and responding to requirements, information or issues relative to this request.

Signature of Owner

Name Printed or Typed

Signature of Agent

Name Printed or Typed

Address of Agent: _____

Agent's Phone Number: _____