



# City of Alton

509 S Alton Blvd. Alton, Texas 78573

Ph: 956-432-0760 Fax: 956-432-0766 www.alton-tx.gov

## Conditional Use Permit Application

**Applicant:**

(Name) \_\_\_\_\_ (E-mail) \_\_\_\_\_ (Phone) \_\_\_\_\_

**Address:**

(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_ (Phone) \_\_\_\_\_

**Address:**

(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**Permit Location:**

(Street) \_\_\_\_\_ (Subdivision) \_\_\_\_\_ (Lot) \_\_\_\_\_ (Block) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Purpose of Permit Request (*requests for sale of alcohol must specify if alcohol will be consumed on or off premises*)

Business Name (if applicable): \_\_\_\_\_

Hours of Operation of Proposed Use:

To the best of your knowledge, are you aware of any deed restrictions, covenants, etc., which would conflict with the proposed use?  Yes  No

I, the undersigned, do certify that I am the actual owner of the property described above and this application is being submitted with my consent or I am authorized by the actual owner to submit this application and have attached written evidence of such authorization.

Signature/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal Requirements**

Application form must be completed in full.

Submittal fee: \$350.00

Owner authorization (*if applicable*)

Property tax statement

Copy of water bill

Survey and metes and bounds if the legal description is a portion of a lot

A site plan drawn to scale to include:

Location and height of all structures on subject and adjoining properties

Landscaping, fencing including any used for screening purposes

Design of ingress and egress to minimize traffic impact on abutting streets

Off-street parking and loading facilities

Proposed uses and location of all signs and specify lighting and heights.

**Application Process**

After the complete application is submitted, the Planning Dept. is required by law to notify by mail all property owners within a 200 ft radius of the proposed conditional use and to advertise in a newspaper 15 days prior to a public hearing. Should the Planning and Zoning Commission or 20% of the property owners of the 200 ft radius oppose the request, the City Commission's vote will determine the approval. 3/4th vote would be required to grant approval.

**OFFICE USE ONLY**

Action	Date
Accepted by: _____	
Notice sent to property owners	
Newspaper publication of hearing <i>(15 days prior to hearing)</i>	
Public Hearing to be held	
Planning & Zoning Commission Meeting ____ Approved ____ Not approved	
City Commission Meeting ____ Approved ____ Not approved	