



CITY OF HALTOM CITY, TEXAS
4801 Haltom Rd, Post Office Box 14246, Haltom City, Texas, 76117, 817-222-7757

**APPLICATION FOR CONDITIONAL USE PERMIT
WITH SITE PLAN APPROVAL
PLANNING & ZONING COMMISSION**

Type of Project:	File Number: _____	
	Date: _____	
<p>I, _____, the undersigned applicant hereby make application for (please print) Conditional Use Permit in the City of Haltom City per Section 36.</p>		
Property Address: _____		
Present Zoning: _____	Proposed Use: _____	
Legal Description: Lot: _____	Block: _____	Subdivision: _____
Tract: _____	Survey: _____	Abstract: _____
Number of Lot(s): _____ Acres/SqFt: _____		
<p>Copies Required: The applicant shall submit three (3) full size blue line prints, one (1) 11" x 17" reduction of the Site Plan and Exhibit Overview of Request. Complete signed applications must be submitted to Planning & Zoning at least twenty-five (25) days prior to the scheduled Planning & Zoning Commission Meetings, which are held on the second (2nd) and fourth (4th) Tuesdays of each month. All Conditional Use Permit site plans require public notification and public hearings.</p>		
<p>Filing Fee: The Conditional Use Permit shall be accompanied by a filing fee as specified by Section 32. No application will be accepted or processed unless the filing fee has been paid. The fee is non-refundable to the Applicant, regardless of the action taken on the request.</p>		
<p>The undersigned hereby certifies that the above named subdivision and accompanying data is true and correct. All provisions of laws and ordinances governing this subdivision will be complied with whether specified herein or not. The scheduling of this application on the agenda of the Planning & Zoning Commission and City Council for consideration does not presume the approval of the above mentioned subdivision.</p>		
(signature of applicant)	(date)	(email)
(address of applicant)	(telephone & fax number)	
Owner: _____ (please print)	(signature)	
Address: _____	Phone: _____	Fax: _____
<p>FOR CITY USE ONLY</p>		
Application Fee \$300.00		
Submittal Review by: _____	Staff Signature: _____	Date: _____
Application Review by: _____	Staff Signature: _____	Date: _____
Receipt Number: _____	Date: _____	
EVENT	DATE	ACTION
P & Z: _____		
City Council First Reading (if applicable): _____		
City Council Second Reading (if applicable): _____		

CONDITIONAL USE PERMIT CHECKLIST

Complete Application

Fee Paid (for Conditional Use Permit)

Survey or Site Plan in 11x17 size format. If submitting 24x36 prints, 3 copies must be submitted of all Site Plans are prints.

Detailed letter of intent on company letterhead (where applicable) addressed to the Planning and Zoning Commission and City Council.

Drawing of proposed structure with detailed measurements in 11x17 size format.

Completed Building permit application with contractor information, work to be performed, material and cost estimates (If applicable).

Picture(s)

Must have signature, address & phone number of applicant and property owner.

** All applications will first be reviewed by Staff and then taken before the Planning and Zoning Commission and City Council. IF approved by the City Council, then a building permit or Certificate of Occupancy will need to be obtained either by applicant and/or a licensed contractor. A separate fee is charged for the building permit.

SITE PLAN CHECKLIST

Items listed in this checklist must be provided by the applicant, signed and returned to the City staff along with the copies of the completed Conditional Use Permit Application for approval. This is a summary of the information that shall be provided. For a complete listing of required elements see the City of Haltom City Zoning Ordinance. This summary is provided for the applicants benefit, however, fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Ordinance, and other development-related ordinances of the City of Haltom City.

- A scale drawing showing any proposed public or private street(s) and alley(s); building site(s) or building lot(s); any area(s) proposed for dedication, or reserved as parks, parkways, playgrounds, utility and garbage easements, school sites, street widening, street changes; points of ingress and egress from existing public streets and an accurate survey of the boundary of the tract.
- Topography with contour interval of not less than two foot (2') intervals.
- Where multiple types of land use are proposed, a land use plan delineating the specific areas to be devoted to various uses shall be required.
- Where building(s) are proposed, a site plan showing the locations of each building and the minimum distance between building(s), and between building(s) and the property lines, street lines and/or alley lines shall be submitted.
- The square footage of each proposed building on the site.
- Front, side, and rear building elevations of all proposed structures.
- The height of the building(s) and type of construction materials.
- A plan indicating the arrangement and provision of off-street parking, off-street loading, and points of entry from adjoining thoroughfares.
- Landscape Plan.
- Fire lanes as designated by the Fire Department.
- The location of all fire hydrants.
- A table showing land area, building area, parking area and a ratio of building area and land area, and a ratio of building/parking area and land area.
- The location of all outdoor facilities for waste disposal.
- The type, location, height, and orientation of all external illumination facilities.
- The location, size, height, and orientation of all proposed signs.
- The 100 year flood plain and floodway limit locations. Specify flood plain map number and date.
- A drainage plan shall be made a part of the Site Plan for the development projects influenced by or containing major drainage ways or containing flood prone areas as determined by the City Engineer.
- A table of performance standards if deemed necessary by the Zoning Administrator because of the characteristics of the activities to be conducted on this site.
- All pedestrian walks, malls, and open area(s) for use by tenants or the public; the types of surfacing of such paving or turfing to be used at all locations on the site.
- Scale, north arrow, date of site plan preparation, and name(s) and address(es) of those responsible for the preparation of the site plan.