



6400 El Verde Road, Leon Valley, TX 78238

Phone: (210) 684-1391 Extension: 227 or 226 Fax: (210) 684-698

NON-SPECIFIED USE PERMIT APPLICATION

DEFINITION:

A Non-Specified Use is a use which, according to the Zoning Administrator, does not fall into the categorization of zoning districts as listed in the "Permitted Use Table" of the Leon Valley City Code Chapter 15 Zoning Code, nor in the Zoning District Descriptions. Division 11 Non-Specified Uses provides a method of adding or moving uses within zoning districts.

PURPOSE:

- To provide individual(s) with an administrative, procedure:
- To propose new use to be included in one or more of the various zoning districts;
- To propose that a certain use be allowed in a zoning district other than the district(s) in which said use is currently allowed; **OR**
- To propose the addition or deletion of the Specific Use Permit requirement for a particular use in a particular zoning district.

In those cases where an applicant desires placement of a proposed use, the Commission and Council have the following to consider:

- Inclusion of the proposed use in the Permitted Use Table;
- Placement of the proposed use in appropriately designated district(s); **AND**
- Requirement for a Specific Use Permit.

SUBMITTAL REQUIREMENTS:

A complete Development Package (DP) must be submitted to the Development Department at least 30 days prior to Zoning Commission meetings. Proper City staff review of this application is dependent upon the accuracy of information provided. Any inaccurate or inadequate information provided by you or your agent may delay the proper review of your project and/or cause the return of this application.

The DP consists of:

- One (1) copy of completed application;
- Fee of \$200 per public hearing, two required; **AND**
- One (1) copy of a statement from applicant detailing the requested action:
 - Description and reason for proposed use to be included in zoning district(s); **OR**
 - reason a certain use should be allowed in a zoning district other than the district(s) use is currently allowed; **OR**
 - why the addition or deletion of the Specific Use Permit requirement for a use in a particular zoning district should be considered.

APPROVAL PROCESS:

- Interdepartmental review of application content;
- Notice of public hearing published in the official city newspaper a minimum of 15 days prior to the scheduled meeting;
- Zoning Commission review of request and public hearing held - Fourth Tuesday of the month, recommendation considered;
- City Council review of the request and public hearing held - First Tuesday of the following month, approval or disapproval considered; **AND**
- The Leon Valley Zoning Code amended by request as approved by City Council.

APPEAL OF ADMINISTRATOR'S DECISION:

Applicants may challenge the decision of the Zoning Administrator's use classification by appearing before the (Zoning) Board of Adjustment. This procedure requires a separate application which may be obtained from the Development Department.

Copies of the Zoning ordinance may be obtained from the city website at www.leonvalleytexas.gov or in the Development Department of Leon Valley City Hall.

NON-SPECIFIED USE PERMIT APPLICATION: CASE No.

PRINT (IN BLACK) OR TYPE:

NAME OF APPLICANT: _____
ADDRESS: _____
PHONE NO: HOME (____) _____ WORK: (____) _____ FAX: (____) _____
EMAIL: _____

INDICATE DESIRED ACTION BELOW:

NEW USE: To propose new use to be included in one or more of the various zoning districts.

USE REQUESTED: _____

Definition of Use: _____

OTHER DISTRICT: To propose that an existing use be allowed in zoning district(s) not currently allowed.

EXISTING USE: _____

DISTRICT(S) REQUESTED FOR ABOVE USE: _____

SUP REQUIREMENT: To propose the addition or deletion of the Specific Use Permit requirement.

EXISTING USE: _____

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND THE ATTACHED INSTRUCTION SHEET AND KNOW THE INFORMATION I HAVE PROVIDED TO BE TRUE AND CORRECT.

Signature of Applicant

Date

Printed Name