



## REQUEST FOR SPECIFIC USE PERMIT

Specific Use Permit (SUP) criteria as set forth by the City of Leon Valley are listed below. Please read the stated definitions, purposes, time limitations, submittal requirements, and approval processes.

### **Definition:**

A Specific Use Permit (SUP) is a permit authorized by Chapter 15 “Zoning”, Division 12, Specific Use Permits. Two public hearings are held for the purpose of determining whether the proposed “new” commercial construction, amendment to previous SUP, or use designation:

- will not adversely affect the character and appropriate use of the area or neighborhood in which the use is proposed to be located;
  - will not substantially depreciate the value of adjacent and nearby properties for the use in accordance with the regulations of the zoning district in which use will be located;
  - will be in keeping with the spirit and intent of City codes;
  - will not adversely affect the implementation of the approved Master Plan;
  - will comply with applicable standards of the district in which location is proposed;
- AND**
- will not adversely affect traffic, public health, public safety, public utilities, and the general welfare of the City.

### **Purpose:**

To review a use and/or site plan based on its compliance to zoning, drainage, grading, circulation, parking, utility services, and coordination of streets to the Master Plan Transportation Plan (and Conceptual Thoroughfare Extension Plan), confirming that the site plan meets all applicable City codes, ordinances, policies, and items requested per the SUP Site Plan Requirements checklist.

### **Time Limitations:**

A Building Permit shall be applied for, and designated work begun, within one year from the time of the granting of the SUP. City Council may authorize an extension of this time limit upon application by the owner prior to the expiration date of the time limit in effect.

The fee for such application is as prescribed by ordinance of Specific Use Permit hearing before the City Council.

Additionally, no application for an SUP shall be received or filed with the Commission if within three months prior thereto, an application was received or filed on the same use. This time restriction shall apply whether said application was withdrawn before or after action by the Commission and whether or not final hearing and action had been filed by the Leon Valley City Council.

### **Submittal Requirements:**

A complete Development Package (DP) must be submitted to the Community Development Department **at least 30 days prior to Zoning Commission meetings which are held the fourth Tuesday of every month.**

City staff review of this application is dependent upon the accuracy of information provided. Thereby, inaccurate, incomplete, or inadequate information provided by the applicant or the applicant's agent will delay the proper review of the submitted project and/or cause the return of this application.

### **Approval Process:**

1. Interdepartmental staff review of application (max. of 5 working days);
2. Notice of public hearing mailed to adjacent property owners (within 200 feet of subject site) and published in the official city newspaper (min. of 15 days prior to meeting date);
3. Resolution of all review comments by applicant and resubmittal of DP no later than 10 days before the Zoning Commission meeting (if you are required to amend and resubmit initial plans, resubmittal of seven blueines **and** one set of supporting documentation are required for subsequent review by officials);
4. Zoning Commission review of the site plan and public hearing held (4<sup>th</sup> Tuesday of the month, **recommendation** considered);
5. City Council review of the site plan and public hearing held; **and**
6. Applicant receives Specific Use Permit, if approved.

**NOTE:** The likelihood of a complete package being reviewed within the 40-60 day cycle depends upon the scale and complexity of the project. Larger, more complex proposals will require additional time at staff level before the Zoning Commission review occurs.

Alterations to an approved SUP may require application to be reconsidered, requiring additional public hearings and fees.

## INSTRUCTION SHEET

In order to apply for a Specific Use Permit (SUP), a complete Development Package (DP) must be submitted **no later than the first working Monday of the month** (or no less than 25 days prior to the City Council meeting when hearings are scheduled separately). The DP consists of:

1. *One* completed and notarized application form;
2. *One* Development Design Statement with signed Development Design Statement Submission form attached (see p. 7-10);
3. *Seven* copies of digital and folded 24" x 36" prints of the site plan, showing location of proposed or existing buildings and structures, circulation, parking areas, landscaping, utilities, etc.;
4. *One* 8 ½" x 11" reduced and readable print of the site plan;
5. *One* certified mailing list with 2 sets of corresponding self-addressed mailing labels for property owners within 200 feet of the subject site with corresponding map;
6. *One* Traffic Impact Analysis Worksheet;
7. Public Hearings Fees for an SUP for an existing facility are \$250 per public hearing, with 2 public hearings required, for a total of \$500; **OR**
  - a. Fees of \$300 for a new facility, with 2 public hearings, for a total of \$600.
  - b. Fees must be paid upon submission of the DP and can be paid by cash, check, or credit card.
8. Engineering Fees, per Appendix A Schedule of Fees, A15.000
9. Digital Pdf copy of all items.



**SPECIFIC USE PERMIT APPLICATION FORM**

*(please print or type in black)*

**Personal Information**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Status (check one):  Owner  Agent (if agent, attach notarized Letter of Authorization)

**Property Description**

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Use & Description: \_\_\_\_\_

Existing Property Use or State None: \_\_\_\_\_

Acreage and/or Square Footage: \_\_\_\_\_

Does owner own adjacent property?  Yes  No

**Structure (check one):**  Addition to existing building - \_\_\_\_ sf **OR**  New construction

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. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. I agree to be bound by, and to comply with any terms or conditions imposed by such permit. I further acknowledge that the granting of a Specific Use Permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**BEFORE ME**, A Notary Public in and for \_\_\_\_\_, on this date personally appeared \_\_\_\_\_ (Applicant) who duly states that all facts on this application are true to the best of his/her knowledge.

**SWORN TO** and **SUBSCRIBED** before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public, Bexar County, Texas  
My Commission expires: \_\_\_\_\_



## DEVELOPMENT DESIGN STATEMENT (pg. 1 of 3)

### Instructions:

The Development Design Statement is a **double-spaced, typed document** which states the nature of the proposed use and the means by which review criteria will be satisfied. Please carefully read the staff review criteria and site plan requirements checklist below to ensure that everything is sufficiently addressed in the Statement. **Please sign and date the Development Design Statement Submission page and attach to your Development Design Statement.**

### Staff Review Criteria:

- Submittal conforms to the City's Master Plan.
- Service available by City's water/wastewater **or** SAWS
- Service available by other public utilities (CPS, Paragon, S.W. Bell).
- Demonstrates compliance with the Master Plan's Thoroughfare section regarding street extension.
- Minimizes number of access points onto adjacent, internal collector streets or major thoroughfares.
- Minimizes number of driveways onto internal public streets - driveways placed to mitigate potential traffic hazards and/or conflicts with nearby, lower-intensity land uses.
- Establishes effective screening as required. (LVCC, Chapter 3 Building Regulations, Article 3.05 Fences, requires a 6-foot vision proof fence or wall at the property line when a business district adjoins a residential area.)
- Demonstrates a concerted effort to preserve the natural features of the development site (i.e. land forms, trees, shrubs).
- Demonstrates buildings and activities will be located in such a manner to ensure adequate penetration of light, air and setback from vehicular circulation systems.
- Includes a definable system for accommodating internal, non-motorized travel.

### Detailed Site Plan Requirements Checklist: General

- |  |  |
|--|--|
| <input type="checkbox"/> six scaled drawings (1"=20') (typical architectural floor plans & elevations)                         | <input type="checkbox"/> date of drawing with a place for revision dates   |
| <input type="checkbox"/> boundary lines (angles, dimensions and reference to block corner/intersection), noting area and width | <input type="checkbox"/> sheet size 24" x 36" and numbered   |
| <input type="checkbox"/> lot(s), block(s), and subdivision(s) noted  | <input type="checkbox"/> title in lower right hand corner of drawing:<br>DEVELOPMENT PLAN FOR<br>_____ FOR<br>(name or description of use)<br>(annotate <b>acreage</b> , and number of lots/units)<br>(general location of property) |
| <input type="checkbox"/> vicinity map w/ north point and graphic scale   |  |
| <input type="checkbox"/> name, address, phone number of current property owner, applicant, and plan preparer                   |  |

## **Site Plan Requirements Cont. (2 of 3)**

### ***Existing Site Features***

*(lighter line weight or dotted-data, to include zoning for subject property and property within 200 feet of the request)*

- topography; 2' contours (min.)
- property lines
- floodplain notes, if applicable
- label adjacent properties, their use and zoning
- street r-o-w and curb lines and widths
- street names and medians (traffic analysis may be required)
- all means of ingress/egress, to include private/public
- driveways/sidewalks (also for adjacent uses and across street)
- easements such as power line, pipeline, access, drainage, etc. and/or existing public/private utilities
- existing structures and their use, fences, screening, etc.- include shape, size, color, sq. footage, masonry, roofing and exact location (front/rear/side setbacks), facade material
- parking and loading bays with dimensions
- landscaping, large trees and tree groupings (min 6")
- fire hydrant(s), fire lane layout, site lighting, free-standing sign(s), trash receptacle(s) and other information as required

### ***Proposed Development***

#### **Buffering:**

- location of screening fences or walls
- data on height and type of materials used for screening

#### **Circulation:**

- street row lines and street r-o-w widths
- street curb lines and paving widths
- street names and street medians
- all means of ingress/egress, to include private/public
- easements such as power line, pipeline, access, drainage, etc. and/or existing public/private utilities
- structures/buildings and their uses, fences, screening, sidewalk, etc. to include shapes & sizes

#### **Landscaping:**

- percentage of landscaping provided and plan attached
- exempt per LVCC, Ch.15, Section 15.02.662

#### **Off-street parking & fire lanes:**

- parking and fire lane layout, fire hydrants

- location and dimension of driveways

- parking calculation table including number of spaces required and number (loading bays, if applicable)

- dimensions of parking space, maneuvering aisle, fire lanes

- location of parking lot landscaping and nature of proposed landscaping

- exempt per LVCC, Ch.15, Section 15.02.662

#### **Signs:**

- location, type and size of free-standing signs proposed

#### **Site lighting plan:**

- location of site lighting (indicate type and height proposed)

#### **Trash receptacles:**

- location of trash receptacles
- data on height, and type of materials used for screening

#### **Utilities:**

- size and location of all public and private utilities

**Site Plan Requirements Cont. (3 of 3)**

*Proposed Development Cont.*

**Site data, notes indicating:**

- land uses proposed (detailed description of use)
- site area
- number of lots
- number of dwelling units
- floor area
- adequate vision clearance

- minimum front, side, and rear setback
- maximum height of buildings
- minimum lot area and width
- exterior facade material
- traffic impact analysis, if required

**Miscellaneous:**

- grading, drainage and detention plan –  
If City Engineer believes that drainage is likely to be a major concern, applicant shall submit drainage plans prepared by a registered professional engineer.



**DEVELOPMENT DESIGN STATEMENT SUBMISSION**

I have read and understand the staff review criteria and detailed site plan requirements checklist for the Specific Use Permit application. Enclosed is a double-spaced, typed Development Design Statement, which meets the staff review criteria and detailed site plan requirements checklist to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.:(    ) \_\_\_\_\_ Email: \_\_\_\_\_

NOTE: Incomplete or insufficient applications will be returned to the applicant.

Attach this page to your Development Design Statement.

<p><i>For Office Use Only</i></p> <p>Reviewed by City Inspector</p> <p>Date: _____</p> <p>Signature: _____</p>
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**MAILING LIST OF PROPERTY OWNERS TO BE NOTIFIED**

**Instructions:**

1. Please print/type names and addresses of the Applicant, Representative, Property Owners, and all owners of property within 200 feet of the subject site listed with the Bexar County Appraisal Rolls (as indicated on the map provided by applicant).
2. The names listed below should be keyed to the map, indicating specific property owned.
3. Provide the City with corresponding **pre-addressed labels of property owners** listed below.

NOTE: If a property owner holds more than one lot (same mailing address for different lots), make only **one** mailing label for that property owner and write "Same Owner as # \_\_\_\_\_" on the attached mailing list.

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I certify that the names, addresses, and zip codes listed below are those listed on the current Bexar County Tax Roll.

\_\_\_\_\_  
Signature of Applicant Date  
(Owner or Authorized Agent)

**SWORN TO** and **SUBSCRIBED** before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public, Bexar County, Texas

My Commission expires: \_\_\_\_\_

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Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

#	Property Owner Name & Full Address	LOT	BLK	CB (NCB)	Acreage, Property Description, & Tax ID Number

NOTE: If additional space needed, please print additional copies of this page.