



Conditional Use Permit Application

Code of Ordinances Appendix B, Section 1120-1139

Office Use Only
Staff Initials

Step 1: Pre-Application meeting with City Staff

Meeting Date:

Step 2: Complete the application below

Application Date:

Please print the following information:

Applicant's Name: Telephone:

Mailing Address: Alt. Phone:

City: State: Zip: E-mail:

Owner's Name*: Telephone:

Mailing Address: Alt. Phone:

City: State: Zip: E-mail:

Surveyor/Engineer Name: Telephone:

Mailing Address: Alt. Phone:

City: State: Zip: E-mail:

Legal Description of Property:

Lots: Block: Subdivision:

Current Zoning: Proposed Zoning:

Current Use: Proposed Use:

Office Use Only
checkboxes

The applicant will submit the following information with this application:

A. All required documents on the reverse side of this application

B. Application Fee: Base: \$300.00 \$300.00
GIS: \$15.00 \$15.00

(All checks payable to City of Marble Falls) Total: \$315.00

All information on the checklist of this application must be supplied in full at the time of submittal. If information is not submitted in full the application will cease and all information will be given back to the applicant.

Owner Statement* (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS CONDITIONAL USE PERMIT APPLICATION.

Applicant's Signature

Owner's Signature (notarized)

Date

STATE OF TEXAS:

COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On

*If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.

Conditional Use Permit Application Checklist

Required *

- Tax Certificate or deed showing Legal Owner**
- Plat or Survey**, sealed by a licensed surveyor (survey required if the property is unplatted):
 - Four (4) copies of the subject area at 18" x 24"
 - One (1) copy at 11" x 17"
 - One (1) copy at 8.5" x 11
 - One (1) digital copy
- Applicant attendance** at Planning and Zoning Commission and City Council meetings
- Statement:** A statement describing the nature and operating characteristics of the proposed use, including any data pertinent to the findings required for approval of the application. For uses involving public assembly or industrial processing or uses potentially generating high volumes of vehicular traffic, the City Manager may require specific information relative to the anticipated peak loads and peak use periods, relative to industrial processes and the ability of the use to meet performance standards or substantiating the adequacy of proposed parking, loading, and circulation facilities.
- Plans.** Four (4) 18" x 24" paper copies, one (1) copy at 11" x 17", and one (1) digital copy of all materials listed below to fulfill the Plan Review Requirements, prepared by a qualified individual, civil engineer, land planner, architect, or surveyor:
 - Site plans, preliminary building elevations, preliminary improvement plans, and such additional maps and drawings, all sufficiently dimensioned as required to illustrate the following:
 - The date, scale, north arrow, title, owner name, and name of person preparing the site plan
 - The location and dimensions of boundary lines, easements, and required yards and setbacks
 - Location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site and the approximate location of existing buildings on abutting sites within fifty (50) feet
 - The location of watercourses and drainage features
 - The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum parking requirements
 - The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current uses of nearby parcels, and any proposed off-site improvements

Staff's Signature

Date

* Additional information other than what is listed here may be required for evaluation of the Conditional Use Permit request.