

SPECIFIC USE PERMIT REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A specific use permit application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area contained within the request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The legal description shall apply to the entire property, unless the use is located in a multi-tenant building or will occupy a portion of the property. In this case, a legal description (metes and bounds) will be required for the lease space.
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet. The 200 feet increases to 500 feet when the application involves a platted single-family lot with zoning that specifies a minimum lot size of one acre or greater.
- Traffic Impact Analysis, if applicable
- Five (5) copies of a 24" x 36" zoning exhibit titled as **Exhibit A** containing the following information:
 - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
 - Names, addresses, and phone numbers of owner, applicant, and surveyor
 - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
 - North arrow, scale, and location/vicinity map
 - Legend, if abbreviations or symbols are used
 - Property boundary and dimensions
 - Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning.
 - Existing and requested zoning boundary lines
 - Total gross and net acreage of existing and requested zoning
 - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
 - Location of existing rights-of-way and easements with filing information
 - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
 - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
 - Distances to nearest cross streets
 - Topography at five (5) foot contours or less
 - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property
- Five (5) copies of a 24" x 36" zoning exhibit titled as **Exhibit B** containing the following information:
 - Location map, north arrow, scale and title block (located in the lower right hand corner and titled Exhibit B) containing the acreage and preparation date
 - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street

- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor
- For non-residential and multi-family developments, provide site data summary table using the following format:
 - Zoning
 - Proposed Use
 - Lot Area, excluding right-of-way (square footage and acreage)
 - Building Area (gross square footage)
 - Building Height (feet and number of stories)
 - Lot Coverage (%)
 - Floor Area Ratio
 - Total Parking Required (with ratio)
 - Total Parking Provided
 - Number of Handicap Spaces Required per ADA Standards
 - Number of Handicap Spaces Provided
 - Percentage of Landscaping Required (percentage and square footage)
 - Percentage of Landscaping Provided (percentage and square footage)
 - Square Footage of Impervious Surface
 - Number of dwelling units and number of bedrooms for multi-family developments (if applicable)
- City of Oak Point site plan general notes
- Existing topography at two (2) foot contours or less
- Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Building locations, building size and dimensions, finished floor elevation, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- Existing and Proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." (floodplain reclamation study is required with site plan and final plat submission if reclamation is proposed)
- Existing and proposed easements (utility, access, floodway and drainage, visibility and maintenance, etc...)
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets
- Existing and proposed utilities and fire hydrants
- Proposed detention areas
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- If the property will contain proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification
- Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage
- Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases
- Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis)

Note: An applicant for a SUP for an accessory building on a single-family residential lot may submit a survey showing all improvements on the lot and a rendering of the proposed accessory building in lieu of the above listed information.

Preparer's Signature _____

CITY OF OAK POINT ZONING APPLICATION

Prior to submitting a zoning application, the applicant is encouraged to discuss the zoning request with the City Manager, area property owners, and HOAs.

Name of Subdivision/Development: _____
 Survey Name: _____ Abstract#: _____ Tract # _____
 Location of Property: _____ Total _____
 Acreage: _____
Present Zoning (w/ acreage if multiple districts): _____ **Requested Zoning (w/ acreage if multiple districts):** _____

Type of Zoning Request	Application Fees
<input type="radio"/> Rezoning	\$
<input type="radio"/> Planned Development	\$
<input type="radio"/> Specific Use Permit	\$
<input type="radio"/> Variance	\$
Total Fees	\$

Application Materials

- Five (5) copies of exhibits prepared in accordance with the zoning, planned development, specific use permit, and/or variance checklist.
- A compact disc (CD) with .pdf files of all plat/plans and exhibits.
- Application fees
- Notification labels, postage worksheet, and postage
- Tax statement for the subject property showing no delinquent taxes.

Current Property Owner's Name: _____
 Street Address, City, State, Zip: _____
 Ph.#: _____ Fax# _____ E-mail: _____

Applicant's Name / Company: _____
 Street Address, City, State, Zip: _____
 Ph.#: _____ Fax# _____ E-Mail: _____

Representative's Name / Company: _____
 Street Address, City, State, Zip: _____
 Ph.#: _____ Fax# _____ E-Mail: _____

THE STATE OF TEXAS
 COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

 Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20____.

(SEAL) _____
 Notary Public in and for the State of Texas

Office Use Only

Description of Zoning Request: _____

 _____ Receipt #: _____

 Signature of City Staff Date: _____
 Date of Acceptance of Application

2019

ZONING and DEVELOPMENT REVIEW SCHEDULE

PLEASE NOTE ALL DEADLINE DATES AND TIMES

PLATS and SITE PLANS APPLICATIONS**

APPLICATION DEADLINE AT 12:00 PM	RED-LINE PLANS WILL BE AVAILABLE AFTER 1:00 PM	CORRECTED PLANS RETURNED BY 5:00 PM	PLANNING & ZONING MEETING AT 6:00 PM	CITY COUNCIL MEETING AT 6:00 PM
MONDAY	WEDNESDAY	TUESDAY	TUESDAY	MONDAY
12/31/2018	01/09/2019	01/15/2019	02/05/2019	02/19/2019 (Tues.)
01/28/2019	02/06/2019	02/12/2019	03/05/2019	03/18/2019
02/25/2019	03/06/2019	03/12/2019	04/02/2019	04/15/2019
04/01/2019	04/10/2019	04/16/2019	05/07/2019	05/20/2019
04/29/2019	05/08/2019	05/14/2019	06/04/2019	06/17/2019
05/28/2019 (Tues)	06/05/2019	06/18/2019	07/02/2019	07/15/2019
07/01/2019	07/10/2019	07/16/2019	08/06/2019	08/19/2019
07/29/2019	08/07/2019	08/13/2019	09/03/2019	09/16/2019
09/03/2019 (Tues)	09/11/2019	09/17/2019	10/01/2019	10/21/2019
09/30/2019	10/09/2019	10/15/2019	11/05/2019	11/18/2019
10/28/2019	11/06/2019	11/12/2019	12/03/2019	12/16/2019
12/02/2019	12/11/2019	12/17/2019	01/07/2020	01/20/2020
12/30/2019	01/08/2020	01/14/2020	02/04/2020	02/18/2020 (Tues.)

**Staff approval of amended plats

ZONING and SPECIFIC USE PERMITS APPLICATIONS

APPLICATION DEADLINE AT 12:00 PM	RED-LINE PLANS WILL BE AVAILABLE AFTER 1:00 PM	CORRECTED PLANS RETURNED BY 5:00 PM	PLANNING & ZONING MEETING AT 6:00 PM	CITY COUNCIL MEETING AT 6:00 PM
MONDAY	WEDNESDAY	TUESDAY	TUESDAY	MONDAY
12/31/2018	01/09/2019	01/29/2019	03/05/2019	03/18/2019
01/28/2019	02/06/2019	02/26/2019	04/02/2019	04/15/2019
02/25/2019	03/06/2019	03/26/2019	05/07/2019	05/20/2019
04/01/2019	04/10/2019	04/30/2019	06/04/2019	06/17/2019
04/29/2019	05/08/2019	05/28/2019	07/02/2019	07/15/2019
06/03/2019	06/12/2019	07/02/2019	08/06/2019	08/19/2019
07/01/2019	07/10/2019	07/30/2019	09/03/2019	09/16/2019
07/29/2019	08/07/2019	08/27/2019	10/01/2019	10/21/2019
08/26/2019	09/04/2019	10/01/2019	11/05/2019	11/18/2019
09/30/2019	10/09/2019	10/29/2019	12/03/2019	12/16/2019
10/28/2019	11/06/2019	11/26/2019	01/07/2020	01/20/2020
12/02/2019	12/11/2019	12/31/2019	02/04/2020	02/18/2020 (TUES)
12/30/2019	01/08/2020	01/28/2020	03/03/2020	03/16/2020

The schedules will be extended if the applicant fails to address staff's plan review comments or if the Planning & Zoning Commission or City Council tables the request.

INCOMPLETE applications will **not** be accepted. See the City of Oak Point Zoning and Development Manual for plan checklists and a description of Zoning and Development Procedures.