



CITY OF CONVERSE
406 South Seguin Road
Converse, TX 78109
210-658-5356
FAX 210-659-0964
www.conversetx.net

Application must be submitted
30 days prior to P&Z meeting

Special Use Permit (SUP) Application

Record Owner of Property:

Owner Name: _____ Address _____ City: _____
State _____ Zip _____ PhoneNo.: _____ Email _____

Agent / Applicant

Agent/ Applicant Name _____ Address _____ City: _____
State _____ Zip _____ PhoneNo.: _____ Email _____

Property Information:

Property Address or General Location _____ Property ID(s): _____
Current Zoning: _____ Legal Description: Lot(s): _____ Block(s): _____
Subdivision _____ Lot Acreage _____ Present Use of Property _____

SIGNATURE OF AGENT of RECORD _____
(Letter of Agency must be Attached to this Application)

PHONE _____ PROPOSED SUP ADDRESS _____

PROPOSED SUP ACTIVITY _____

I, (Signature of Applicant) _____ HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS AS SET FORTH FOR THE IN SECTIONS 50-49 THROUGH 50-58 OF THE CITY OF CONVERSE CODE OF ORDINANCES.

I, (Signature of Applicant) _____ HEREBY CERTIFY THAT I UNDERSTAND THAT IF I DO NOT APPLY FOR A BUILDING PERMIT WITHIN ONE YEAR OF CITY COUNCIL APPROVAL OF MY SUP APPLICATION, MY SUP IS NULL AND VOID.

I (Signature of Applicant) _____ HEREBY CERTIFY THAT I HAVE MET WITH THE BUILDING OFFICIAL TO DETERMINE REQUIREMENTS FOR SECURING A CERTIFICATE OF OCCUPANCY (C of O).

I, (Signature of Applicant) _____ HEREBY CERTIFY THAT IF I MISREPRESENT OR PROVIDE MISLEADING INFORMATION DURING ANY PHASE OF THE SUP PROCESS, MY SUP IS NULL AND VOID.

I, (Signature of Applicant) _____ HEREBY CERTIFY THAT I ACCEPT AND AGREE TO BE BOUND BY AND COMPLY WITH THE TERMS OF THE SUP.

ONLY THOSE SUBMITTALS THAT INCLUDE ALL ITEMS LISTED AND ALL ASSOCIATED FEES PAID WILL BE SCHEDULED FOR THE NEXT PLANNING & ZONING COMMISSION MEETING.

Sec. 50-49. Authority. After proper notice to all parties affected, and after recommendation by the Planning & Zoning (P & Z) Commission containing such requirements and safeguards as are necessary to protect adjoining properties, the City Council may authorize the development of uses not specified in the city ordinances.

Sec. 50-50. Hearing. The City Council shall conduct a public hearing regarding the application for an SUP. The purpose of such hearing shall be to determine that the granting of the SUP will be in the spirit and intent of this chapter and:

- (1) Will not unduly affect the character and authorized uses of the area or neighborhood on which it is proposed to locate.
- (2) Will not substantially depreciate the value of adjacent and nearby properties from present values as rendered by the appraisal district or other professional appraisal entity.
- (3) Will not unduly deviate from the intent of the master plan in effect and as amended by council.



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- (4) Will comply with the applicable development and building standards of the zoning district in which it is to be located.
- (5) Will not adversely affect Drainage, Public health, Public safety AND the general welfare.

Sec. 50-51. Assurance. With the granting of a SUP, there shall be assurance by the grantee of protection for surrounding properties from environmental concerns such as undue noise, lights, dust, fumes, and/or noxious odors.

Sec. 50-52. Stipulations. The granting of a SUP shall be subject to all conditions and safeguards in this chapter and as may be further prescribed by the City Council.

Sec. 50-53. Application. All applications for SUP's shall be submitted with site plans drawn to scale and showing the general arrangement of the project together with essential requirements such as:

- (1) Off-street parking facilities.** **D. Submitted** _____
- (2) Location of buildings and intended uses, including any proposed signs.** **D. Submitted** _____
- (3) Means of ingress and egress of public streets.** **D. Submitted** _____
- (4) The type of visual screening such as walls, plantings and fences.** **D. Submitted** _____
- (5) Location of adjacent property, residences, other buildings, and public easements and thoroughfares.** **D. Submitted** _____
- (6) Location and area coverage of all outside lighting (especially any which might shine into an adjacent residential area or into vehicle operator vision).** **D. Submitted** _____
- (7) Size and location of utility connections for water, gas, sewer, power and communications** **D. Submitted** _____

Sec. 50-54. Review. Applications shall be submitted to staff to review and make a written report to the P & Z commission. All applications shall be kept on file in City Hall.

Sec. 50-55. Uses which require a SUP. Any use not specified in the zoning districts.

Sec. 50-56. Criteria. Recommendations for a SUP shall be based on the zoning commission's findings that the special use:

- (1) Is consistent with the master plan.
- (2) Is harmonious and compatible with the site and with uses in the surrounding neighborhood.
- (3) Ensures preservation of current property values and protection of property rights of owners of all real property to be affected by the proposed special use.
- (4) Ensures protection of the health, safety and welfare of the general public
- (5) Ensures that traffic, public utilities and drainage will not be adversely affected.
- (6) Ensures protection from undue noise, lights, dust, fumes and/or noxious odors.

Sec. 50-57. Conditions. No SUP shall be granted unless the applicant, owner or grantee of the permit shall accept and agree to be bound by and comply with the terms of the SUP.

Sec. 50-58. Time limit. A building permit shall be applied for and secured within one year from the date granting the special use permit; however, if an extension is requested prior to the expiration of this one year period, the city council may authorize an extension of this time.

Sec. 50-59. Note on map. Final action of the city council shall be noted as soon as practicable on the official zoning map and on any other administrative copies as to the location of property and type of use permitted by each special use permit granted.

For Office Use Only	
Date Received: _____	Fee Received By: _____
Amount: \$ _____ Cash: _____ Check: _____ Credit Card: _____ Receipt No.: _____	