



SPECIFIC USE PERMIT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
Applicant Phone #: _____

Project Name: _____
Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Specific Use Permit requires review by staff and approval by the Planning and Zoning Commission and City Council. In accordance with UDC Article 3 Zoning Regulations. **Incomplete applications will not be accepted.**

APPLICATION INFORMATION

A Specific Use Permit (SUP) is required for uses listed under the various districts within the Use Chart as “S” or when a particular use is located within 200’ of a residential use (Sec. 3.4.7C). These uses are so classified because the City Council has found that these uses may, because of their nature or intensity, be incompatible with other permitted uses in the same or adjacent district or may be compatible only with mitigation imposed through additional standards and conditions attached to the use.

Note, a Site Plan is a required part of the SUP application unless waived by the Director (Sec. 3.5.6B.5). Therefore, a complete Site Plan must be submitted concurrently. Please refer to the [Site Plan Checklist](#) for additional information. Action on the SUP shall include action on the Site Plan, i.e., if the SUP is approved the Site Plan is considered approved.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

SPECIFIC USE PERMIT PROCESS

The process for applying for a specific use permit involves the following steps:

1. **Pre-Application Conference.** Prior to filing a specific use permit application, the owner may consult with the Planning & Development Director and other City staff concerning compliance with all applicable ordinances and regulations.

SPECIFIC USE PERMIT APPLICATION CHECKLIST

2. **Submittal of Application and Completeness Check.** The applicant will provide all required documents and fees along with the signed application checklists for a completeness check. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. Staff will perform a completeness check within 10 business days. If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.
3. **Submission.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department. The application will be distributed to all applicable staff members for review.
4. **Review.** City Staff will review the application for compliance with the UDC and other city requirements and provide comments. The applicant may need to make changes and revisions to the application or supporting materials.
5. **Action.** Specific Use Permits require Public Hearings and City Council approval (Sec 3.5.6 C (iv)).
 - a. The Planning Director will publish public notice and mail individual notices to property owners within 200 feet of the subject property describing the request for a Specific Use Permit according to the same requirements applicable to a zoning change request (Sec. 3.1.8).
 - b. The Planning and Zoning Commission will conduct a Public Hearing, consider the report and recommendation of the Planning Director, and make recommendation to the City Council.
 - c. If the Planning and Zoning Commission recommends denial of a Specific Use Permit, City Council may only approve the application by a three-fourths (3/4) majority.
 - d. The City Council may, after conducting a Public Hearing, vote to approve, approve with conditions, or deny the Specific Use Permit and associated Site Plan.

NOTE: If an Applicant does not withdraw their SUP request *prior to* City Council approval, that shall constitute evidence of the applicant's willingness to accept and agree to be bound by and comply with the ordinance adopting the SUP, and all supporting documentation including business and operational plans, floor plans, required improvements and conditions of approval and the minimum requirements of the zoning district in which the property is located.

6. **Final.** Once City Council approves, approves with conditions, or denies the Specific Use Permit and associated Site Plan, the Planning Director will issue an official Letter of Decision within ten (10) calendar days.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please review the Detailed Information section of this checklist for help in preparing each of these items. Please flatten all PDF before submittal and rename documents for easy readability.

- Application Information**
 - Deed showing current ownership
 - Notarized Verification of Land Ownership Form
 - Authorization to apply on behalf of the owner (if applicant different than owner)
 - Recent Title Commitment (dated within one year, if the title commitment is older than one year, submit a property report and nothing further certificate)
 - Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due
 - Covenants, Deed Restrictions (newly applicable and previously recorded)
 - Survey (boundary survey or plat, including metes and bounds, sealed by a licensed surveyor)
 - If applicable, consent to the SUP application from each lienholder on the property
 - Completed, signed application checklist

- Project Summary** - A narrative addressing all the following topics:

Compliance with City Ordinances	Is the Site Plan in compliance with all of the provisions of the applicable provisions of the Zoning chapter? If not STOP - a Zoning Variance application will be required for each variance. Variance applications must be processed/determined prior to the SUP application.
Comprehensive Plan	Identify the property’s Future Land Use Map Designation. If incompatible with the requested SUP STOP - a Future Land Use Map Amendment application must be submitted/determined prior to the SUP application.
Compatibility with adjacent properties and neighbors	Describe existing adjacent uses on all sides and how the proposed development is compatible with them or proposing to mitigate against any adverse impacts. Review the residential adjacency standards (3.4.7)
Impact on natural resources	Identify all natural resources and distinguishing natural features on site (e.g. water bodies, slopes > than 25%, trees, land forms) and how they will be protected and/or preserved. Identify soil type(s).



SPECIFIC USE PERMIT APPLICATION CHECKLIST

Vehicular and pedestrian circulation systems, including demonstration of pedestrian connectivity within project and to adjacent properties	Describe the proposed pedestrian and vehicular network (e.g. streets, sidewalks, ingress/egress points, trails).
Street Safety and Design	Describe size and configuration of proposed streets and describe conformance with all requirements imposed by emergency service providers as well as the Technical Manual
Off-street parking and loading	Describe design, quantity, and location of off-street parking and loading facilities.
Consistency with the Thoroughfare Plan	Identify any inconsistencies with the City's Thoroughfare Plan.
Landscaping and screening	Describe the proposed landscaping and screening relative to buffering adjacent properties from lights, noise, movement, or activities
Lighting	Describe proposed lighting
Open Space	Describe location, size, accessibility, configuration, and programming of all open space.
Utilities	Describe conceptual plans for water, wastewater, drainage, solid waste disposal, and water quality infrastructure.
Conditional Standards	If the SUP requires conditional standards (Sec. 3.4.8) to be met, describe how the applicant intends to meet the conditional standards

- Site Plan** unless waived by section 3.5.6.B5 (See site plan application for requirements)
- Fees** – SUP & Site Plan Fees shall be due at the time of application

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THIS SIGNED CHECKLIST CERTIFICATION

CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Title

Date