



PLANNING DEPARTMENT

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CONDITIONAL USE PERMIT APPLICATION

Applicant Information	Name: _____ Mailing Address: _____ Phone: _____ E-mail: _____ <i>Note: if you are not the owner of the property, you must attach a letter from the owner authorizing you to submit this application.</i>
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Property Owner Information	Name: _____ Mailing Address: _____ Phone: _____ E-mail: _____
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Property Information	Site Address: _____ MCAD Property ID # _____ Legal Description: Lot(s) _____ Block _____ Subdivision _____ <small>(Property must be legally subdivided or be lot of record)</small> Front Yard Width (feet) _____ Rear Yard Width (feet) _____ Side Yard Width (feet) _____ Current Use _____ Proposed Use _____
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Description of Project:

Detailed Explanation of Proposed Conditional Use
What development measures regarding location, construction, time period, maintenance, and operation will you use to protect adjacent properties from impacts from your project?

Describe how your project is reasonably related to the use of the property.
Describe how your project conforms to the purpose of the zoning district in which the project will be established.

Aplicant Authorization	<p>I authorize the City of Eagle Pass to conduct any site visits necessary to evaluate this conditional use permit application.</p> <p>I hereby state that I have prepared this application and that, to the best of my knowledge, the information contained herein is complete, accurate, and a true representation of the conditional use permit request. I further attest that I have the authority to submit this application and agree to comply with any and all conditions of the conditional use permit approval. I agree to provide any additional information requested by the City as they deem necessary for the processing of this application.</p>
	<p>_____</p> <p>Applicant Signature Date</p>

Office Use	Date Application Accepted for Review: _____ By: _____
	Contact Date for Supplemental Info: _____ Supplemental Info Received: _____
	Completeness Review Date: _____ By: _____
	Application Returned to Applicant: _____ (when applicable)

MR:6/2020

CONDITIONAL USE PERMIT PROCESS

THE PURPOSE OF THE CONDITIONAL USE PERMIT IS TO ALLOW THE PROPERTY INTEGRATION INTO THE COMMUNITY OF USES WHICH MAY BE SUITABLE ONLY IN SPECIFIC LOCATIONS IN A ZONING DISTRICT, OR ONLY IF SUCH USES ARE DESIGNED ON THE SITE IN A PARTICULAR MANNER. A CONDITIONAL USE PERMIT SHALL BE REQUIRED FOR ALL USES LISTED AS CONDITIONAL USES IN RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL LAND USE DESCRIPTIONS OR ELSEWHERE IN THE ZONING ORDINANCE.

General Information: Applications will be reviewed for completeness by the Planning Division. If the application is incomplete, the Planning Division will notify you within 10-days of receipt of the application. Your application is considered accepted after being determined to be complete.

Planning Department Review

- Applicant has preliminary conference with the Planning Division concerning the request.
- Applicant fills out an application for conditional use permit and submits said complete application with the following required attachment(s) and filing fee:
 - Completed application signed by the owner/applicant.
 - Application fee of \$100.00. The fee is non-refundable.
 - Owner authorization letter, if application submitted by individual other than the property owner.
 - The location of all tracts of land and ownership within at least 200-feet of the subject tract as it appears in the records of the Maverick County Appraisal District. This may be obtained at the Appraisal District office located at 2243 North Veterans Boulevard or by calling (830) 773-0255.
 - Copy of the warranty deed or copy of a purchase contract.
 - Copy of subdivision restrictions for subject property, as recorded in the Maverick County Court House. If no subdivision restrictions are available, a copy of the certificate of no restrictions will be required. This may be obtained at the office of Maverick County Clerk Sara Montemayor 500 Quarry Street or by calling (830) 773-2829.
 - Site Plan and photographs of the site.

Legal Notices

- Under certain conditions, the City is required to provide legal notice of a conditional use permit request by publication in a newspaper at least 15-days prior to the date of the public hearing.
- The City will notify property owners within a 200-foot radius at least 10-days prior to the date of the public hearing.

Public Hearing

- A public hearing is conducted by the Planning and Zoning Commission (P&Z), at which time the Commission makes a decision to either approve or deny the conditional use permit request. The City will provide written notification of the Commission's decision to the applicant within 10-days of public hearing.

Appeals

A Planning and Zoning Commission action on the conditional use permit shall be final unless, within 14-calendar-days after the decision, the applicant or any other person, including the City Council, any individual City Council member, or the City Manager, not satisfied with the decision of the Planning and Zoning Commission, files a written appeal to the City Council. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. Any appeal shall be filed with the City Secretary's office and, except an appeal by the City Council, a City Council member, or the City Manager, shall be accompanied by a filing fee of \$100.00. The City Secretary shall set a date for a public hearing and shall give notice to the appellant, the applicant, and neighboring property owners in the manner provided in the zoning ordinance.

Permit Expiration

In the event the Planning and Zoning Commission finds the use permit has not been exercised within the time limit set by the Commission, or within 1-year if no specific time limit has been set, the permit shall be null and void without further action; except that the planning director may extend the approval of a use permit for one (1) additional year, with the same conditions of approval, if circumstances have not changed. The request in writing must be received prior to the expiration of the use permit.

Permit Revocation

In the event the conditions of a use permit have not been or are not being complied with, the Planning Department shall provide the grantee with a notice of intent to revoke such permit at least 10-days prior to a Planning and Zoning Commission review thereon. After the conclusion of the review, the Planning and Zoning Commission may revoke such permit.