



# Zoning Checklist Specific Use Permit

For Office Use Only

Project # \_\_\_\_\_

Revision Date: 11/2014

As permitted under the provisions of the Zoning Ordinance, a property owner may petition the City for a specific use of a property, as authorized by the zoning district in which the property is located. Such petition shall be considered by the Planning and Zoning Commission. After proper notice and a public hearing, the Planning and Zoning Commission shall make a recommendation to the City Council regarding any application for a Specific Use Permit. The Planning and Zoning Commission may require information, operating data, and expert evaluation concerning the location and function and characteristics of any building or use proposed.

## Please Submit the Following:

- Four (4) Site Plan Copies - drawn at a scale of one (1) inch equal to 200 feet or larger on sheet size 24"x36", An approved preliminary site plan or site plan is sufficient for specific use permit requests. The plan shall identify the lease space in a multi-tenant building
- Two copies of an interior floor plan for private club requests. The plan shall clearly delineate the bar and waiting areas and include square footage calculations for these areas.
- Special Zoning District Provisions - In all instances where the applicant proposes to modify, delete, or add to any of the standard regulations of a requested zoning district, a complete list of the changes shall be submitted.

## Site Plan Requirements

- Name and address of:
  - a. Petitioner and/or owner of the property.
  - b. Surveyor responsible for the survey
  - c. Person preparing the drawing
- North point, scale, date, and location map
- Scale distances only
- Show the general arrangement of the project
- Show and label off-street parking facilities
- Show and label size, height, and locations of buildings with the uses to be permitted
- Show and label location and construction of signs
- Show and label means of ingress and egress to public streets
- Show and label the type of visual screening such as walls, plantings, and fences
- Show and label the relationship of the intended use to all existing properties and land uses in all directions

For more specific details, see the Site Plan Checklist, available on the City of Van Alstyne website.

All Specific Use Permits will be granted under the regulations found in section 25.2 of the City of Van Alstyne Zoning Ordinance.

**City of Van Alstyne Planning Department**

242 E. Jefferson Street | Van Alstyne, Texas | 903-482-5426 | [www.cityofvanalstyne.us](http://www.cityofvanalstyne.us)