

INSTRUCTIONS FOR APPLICATION FOR CONDITIONAL USE PERMIT

Anyone wishing to apply for a conditional use permit must follow the procedures outlined below.

A conditional use is limited to those specific uses of land or structures or both which are permitted within any “use district” subject to the provisions of Ordinance No. 324 of the City of Richwood.

PROCEDURES:

1. Application for Conditional Use Permit must be completed and submitted, along with all applicable fees and a drawing to start the process.
2. The City will set a public hearing and provide notice to the requestor of date and time.
3. The City will also provide proper notification of neighbors within 200 feet by certified mail, publish a public notice in the newspaper, and post a notice on the City’s web site which will contain the drawing as well as the date and time of the public hearing.
4. The City will hold the public hearing on the date and time stated in the notices.
5. The final decision will be made by the City Council/Board of Adjustments in open meeting.

FEES:

Where the application includes one to ten lots in a subdivision, a plat of which is on file in the office of the County Clerk of Brazoria County, Texas, the fee shall be \$200. Each additional lot will be \$20 per lot.

Where the application includes any parcel of land not covered by the above fee provisions, a fee of \$300.00 for the first acre or fraction thereof and a fee of \$60.00 for each additional acre or fraction thereof.

For each owner of each lot or parcel of land included in any application and for each owner of each lot or parcel of land owned within 200 feet thereof, a fee or charge of \$5.00 for each owner required to be notified pursuant to law.

NOTE: YOU MUST ATTACH ALL APPLICABLE INFORMATION AND DRAWINGS, INCLUDING BUT NOT LIMITED TO: CURRENT PLATS, PLOT PLANS, BUILDING PLANS, OR ANY PERMIT APPLICATIONS ALONG WITH YOUR APPLICATION.

Failure to do so will result in an automatic denial of the application.



1800 Brazosport Blvd
Richwood, TX 77531
(979)265-2082 (979)265-7345 (fax)

APPLICATION FOR CONDITIONAL USE PERMIT

PLEASE NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to the application. Contact the City of Richwood at (979) 265-2082 for clarification of terms or for specific zone district requirements.

DATA ON APPLICANT AND OWNER:

Name: _____ Date: _____

Address: _____

Home Phone: _____ Business Phone: _____

SUBJECT PROPERTY:

Address of property in question: _____

Legal Description of property: _____

The subject property is currently zoned _____

PURPOSE OF THE REQUEST (be specific): _____

BEFORE COMPLETING THE FOLLOWING, READ THE NOTICE ON PAGE 1

In your opinion, how will the proposed use preserve or improve the character and integrity of adjacent developments and neighborhoods?

Please list any potential adverse impacts of the proposed use on the adjacent developments and neighborhoods and list the steps that would be taken to mitigate those adverse impacts? (e.g. increased traffic, noise, odors, drainage, visual nuisances)

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. The work within the request must be carried out within one year of the public hearing or the variance becomes null and void.

I also hereby give permission for the members of the City of Richwood Board of Adjustments and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this request.

Name of Applicant

Signature of Applicant

Date

IMPORTANT:

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.