



SPECIFIC USE PERMIT APPLICATION

Date: _____

Project Name/Type: _____

Project Address: _____

Existing Use: _____ Gross Acres: _____

Existing Comprehensive Plan Designation: _____

Existing Zoning: _____

Legal Description*: _____
**(A metes and bounds description may be attached with this application)*

Detailed Description of Proposed Use: _____

APPLICANT INFORMATION

Applicant Name: _____ **Phone:** _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Property Owner: _____ **Phone:** _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Engineer: _____ **Phone:** _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT

Signature: _____
(Letter of Authorization required if signature is other than property owner)

Print or Type Name: _____

Please return this completed form with any necessary documentation and the required fee to:

Town of New Hope
121 Rockcrest Road
New Hope, TX 75071-4103

or contact the Town Secretary at secretary@newhopetx.gov for drop-off instructions.

PLEASE COMPLETE AND ATTACH SPECIFIC USE PERMIT CHECKLIST

For Town Use Only:

Submitted on: _____ **Received by:** _____

Fee Received: \$ _____ ☐ **Cash** ☐ **Check #** _____

Town of New Hope SPECIFIC USE PERMIT CHECKLIST

The Town of New Hope requires a **SITE PLAN** for review and approval of a specific use permit. If approved, the site plan is filed as part of the ordinance granting the specific use permit. The following information must be submitted to the Planning and Zoning Commission in order for a request to be processed.

Application:

- ☐ Two (2) copies of legal description of property on 8 ½ x 11" sheet (plain paper, no letterhead).
- ☐ Eight (8) copies of proposed site plan (ink or print, no pencil) plus three (3) copies reduced to 8 ½ x 11". Drawings by engineering firms are preferred.
- ☐ Signed application form, application fee, and copy of lease or property owner authorization if applicant is other than property owner.

Site Plan Requirements:

- ☐ 1" = 100' or larger scale for site plan.
- ☐ Vicinity or location map.
- ☐ North arrow.
- ☐ Name of property owner and/or proposed developer.
- ☐ Existing zoning and use of property and adjacent properties.
- ☐ Total number of acres in request.
- ☐ Distinct boundaries in dimensions of subject site.
- ☐ Description of all processes and activities involved with the proposed use.
- ☐ Location of all existing and proposed buildings and structures, including the number of stories, height, roofline, gross floor area, and location of the building entrances and exits.
- ☐ Approximate location of existing and proposed utilities.
- ☐ Location of existing drainage and natural features.
- ☐ The location and dimensions of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside storage facilities.
- ☐ Building setbacks.
- ☐ Location, dimension, and type of sign(s) to be used on the property (scale drawing preferred).
- ☐ Location and size of all greenbelts, open space, recreational areas or parks.
- ☐ Location, height and type of all walls, fences or screening.
- ☐ Proposed and existing landscaping and screening.