



SPECIAL USE PERMIT APPLICATION CHECKLIST

INSTRUCTIONS

- » This application checklist is to assist you in preparing a proposal that meets City requirements pursuant to Chapter 11 of the City of Cedar Park Code of Ordinances.
- » Submittals are due by NOON on the Zoning application submittal date.
- » All required items shall be included in the submittal. Incomplete applications will not be accepted for review.
- » All plans and supporting documents shall be uploaded and submitted through the City's permitting system: [MGOConnect](#) in PDF format with a minimum resolution of 300dpi. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.

APPLICATION COMPLETENESS

All items listed below are required unless not applicable.		PROVIDED (Applicant must check)
	Completed Application Checklist. <i>Please note that each subsequent submittal will require a written response for all changes.</i>	☐
SUPPORTING DOCUMENTS	Completed property owner consent form with each owner's signature. <i>Please note each property owner's signature is required when multiple owners of record exist for the same property.</i>	☐
	A map identifying the area subject to this Special Use Permit request.	☐
	Clear and legible copy of field notes (metes and bounds) describing the subject property (when not a subdivided/platted lot).	☐
	Tax Certificates	☐
	Neighborhood Communication Summary. <i>Please note this summary must be provided no later than 14 days prior to the scheduled Planning and Zoning Commission meeting.</i>	☐
	Statement of Intent and Purpose of the Special Use Permit including: » General compatibility and appropriateness of the permitted use in the relationship to other nearby properties and uses, including consideration of lighting, signage, hours of operation, screening/buffering, landscaping, noise/odors, and other factors; » Compliance with the goals and objectives of the Comprehensive Plan; and any additional information that may be deemed to be appropriate and necessary to demonstrate that the SUP, if granted, would be compatible with surrounding development.	☐
	A Concept Plan including: » Number and location of access points to the property, proposed structures and uses with particular reference to automotive, bicycle, transit and pedestrian safety and convenience; traffic flow and control; emergency access; and location of off-street parking, loading spaces and service areas; landscape, screening and buffering; lighting.	☐



PROVIDED

(Applicant must check)

REQUIRED FEES *(due at time of application)*

APPLICATION FEE	Total number of acres: _____ • Up to 3 acres: \$300.00 • Above 3 acres: \$300.00 for the first 3 acres, plus \$25.00 for each acre thereafter, with a maximum of \$2,000.00 = \$ _____	☐
NOTIFICATION FEES	\$2.00 per property owner within 300 feet to be notified. The requested property owner listing may be obtained from the Central Appraisal District (WCAD.org or TravisCAD.org) \$2.00 x _____ (number of property owners) = \$ _____ \$300.00 for two (2) newspaper publications = \$300.00 \$35.00 per sign for every 500 feet of frontage on a roadway with a maximum of 3 signs per roadway frontage. \$35.00 x _____ (number of signs needed, not to exceed 3) = \$ _____	☐
MISC FEE	\$200.00 Professional Base Recovery Fee. <i>Additional fees may be charged for professional expenses incurred</i> = \$200.00	☐
TOTAL FEE DUE	\$ _____	☐



Development Services Department, Planning Division
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PROPERTY OWNER CONSENT FORM

Please note each property owner's signature is required when multiple owners of record exist for the same property.

I, _____, swear and affirm that I am the
(Property Owner's printed legal name; include signatory name and title if signing for a company)

owner of property located at _____, as shown in the records
(property address or legal description)

of Travis and/or Williamson County, Texas, as applicable, which is subject to this Application.

I further affirm that I am fully aware of the City's application, fee(s), and procedural requirements, and consent to this Application and authorize City of Cedar Park staff to visit and inspect the property for which this application is being submitted.

I authorize _____ to submit this application and serve as my
(Applicant's Name)
representative for this Application.

Property Owner Signature: _____ Date: _____

Property Owner Name and Title (if signing for a company): _____

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. **Purpose.** The purpose of the neighborhood communication summary is to educate the Applicant about issues or concerns from surrounding neighborhoods and property owners that would be impacted by the proposed development. The process is intended to raise awareness of the proposed development, to identify issues regarding perceived impacts, and to resolve the issues in an inclusive manner. It is recommended that this process begin prior to submitting a zoning request, including a request for a Special Use Permit (SUP).
2. **Applicability and Exemptions.** The neighborhood communication process is required for all rezoning requests, including SUPs, that are within 500 feet of a single-family residential zoning district or residentially used property. If there are no residential properties within 500 feet of the subject property, the applicant is exempt from this requirement.
3. **The Neighborhood Summary Report.** The Applicant is required to submit the summary report to the Development Services Director (or his/her designee) 14 days prior to the scheduled [Planning and Zoning Commission meeting](#). The report must describe:
 - How the neighborhood was notified about the proposal (how and when notification occurred, and who was notified);
 - How the information regarding the proposal was shared with neighborhoods (i.e. mailings, workshops, meetings, open houses, fliers etc.);
 - Who was involved in the discussions;
 - Any concerns that were raised by the neighborhoods; and
 - Any conditions that were added to or modified within the zoning request in response to concerns raised at the neighborhood meeting.
4. **Summary Form.** The attached form must be substantially completed in order to be accepted.
 - This form will be distributed to the Planning and Zoning Commission at the time the agenda is posted.
 - Upon request, this form may be distributed to the general public one day prior to the public hearing.
5. **Summary Presentation.** The Applicant, or their representative, must present the summary report at each public hearing upon request.

NEIGHBORHOOD COMMUNICATION SUMMARY FORM

1. How and when were the surrounding neighborhood and property owners notified, how was information shared, and who was directly involved in the communication process?
2. Who was notified (i.e. property owners, HOA, etc)?
3. What concerns were raised during these communications?
4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

The above information is deemed to be true to the best of my knowledge.

Applicant Signature: _____ Date: _____