

Planning Department

Specific Use Permit Checklist

- ☐ **CITYVIEW ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **AGENT AUTHORIZATION LETTER** must include all requirements shown on page 2, and signature of the owner (separate digital file).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests shown on page 3, and signature of the owner or authorized agent (separate digital file).
- ☐ **PROOF OF OWNERSHIP** including a copy of a Tax Certificate for the subject property showing no taxes are owed.
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **CONCEPTUAL SITE PLAN EXHIBIT** submittal item is not a requirement but is requested by the Planning and Zoning Commission to adequately evaluate the proposed Specific Use Permit.
- ☐ **APPLICATION FEE** in conformance with the City of Schertz Fee Schedule (paid upon intake of application)
 - 0 to 2 acres \$ 650.00
 - 2+ to 5 acres \$1,000.00
 - 5+ to 20 acres \$2,000.00
 - 20+ to 50 acres \$3,500.00
 - 50+ to 100 acres \$4,000.00
 - 100+ acres \$6,000.00
- ☐ **NOTIFICATION REQUIREMENTS** (see page 4-6 of this document)

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

- Separate digital file submission
- Authorized Agent Letter must be notarized.
- Include following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized

LETTER OF INTENT REQUIREMENTS

Header

Date

City of Schertz Planning Department
1400 Schertz Parkway Bldg. 1
210-619-1780

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**

NOTIFICATION REQUIREMENTS

Effective September 1, 2025 – Texas House Bill 24 (HB 24) made changes to Local Government Code Sec. 211.0073. NOTICE SIGN REQUIREMENT FOR CERTAIN ZONING CHANGES IN HOME-RULE MUNICIPALITIES

Applicants are now required to place a Notice of Zone Change sign on subject property no later than 10 days prior to the Planning and Zoning Commission meeting.

The City of Schertz has coordinated with two sign companies for compliance with state law.

Signs may take up to 10 business days (two weeks) to be made.

***Applicants are responsible for the purchase and placement of the required signs**

Sign Companies		
Signarama	FASTSIGNS	
17361 Bell N Dr # 105, Schertz, TX 78154 210-655-6300	1671 I35 Frontage Rd #306 New Braunfels, TX 830-283-4907	2897 NE Loop 410 San Antonio, TX 210-942-0415

PLEASE BE ADVISED

Signs may take up to 10 business days to be made and are required to be placed on property 14 days prior to Planning and Zoning Meeting.

Signs will need to be ordered well in advance of the Planning and Zoning Meeting to ensure state law compliance. Staff will notify applicants to order signs upon receiving a complete application letter.

NOTIFICATION REQUIREMENTS

The applicant is responsible for posting the required number of signs on the subject property along the right-of-way by the date required.

The applicant must also send pictures of the posted signs to the planner in charge of the application to add to the application documents.

Required Sign

NOTICE OF ZONE CHANGE PENDING SCHERTZ.COM/NOTICES



THIS SIGN IS THE PROPERTY OF THE CITY OF SCHERTZ



Size: 24" x 48" – 2 ft. x 4 ft.

WARNING

Signs that are not on subject property 14 days in advance of the Planning and Zoning Commission meeting will result in a postponement of the SUP request.

NOTIFICATION REQUIREMENTS

Example Schedule:

