

TOWN OF PINE ISLAND

Conditional Use Permit (CUP)*Discretionary approval of a use with unique operating or site characteristics*FORM
PDO-05

WHAT THIS IS: A Conditional Use Permit allows the City Council to approve a use that may be appropriate in a district only with conditions tailored to the site. Uses requiring a CUP are identified in the Use Table.

1 • APPLICANT & OWNER

APPLICANT / AGENT NAME *	ROLE (OWNER / AGENT / OTHER)
COMPANY (IF ANY)	PREFERRED CONTACT METHOD
MAILING ADDRESS	CITY / STATE / ZIP
PHONE	EMAIL
PROPERTY OWNER OF RECORD *	OWNER PHONE
OWNER MAILING ADDRESS	CITY / STATE / ZIP
OWNER EMAIL	

2 • SUBJECT PROPERTY

PROPERTY ADDRESS / LOCATION *	ACREAGE / SQ. FT.	
WALLER CAD PROPERTY ID(S)	SUBDIVISION / LOT / BLOCK	CURRENT ZONING
LEGAL DESCRIPTION (ATTACH IF LENGTHY)		

Property is located in: ☐ City Limits ☐ Extraterritorial Jurisdiction (ETJ)

3 • CONDITIONAL USE REQUESTED

PROPOSED CONDITIONAL USE *

ZONING DISTRICT *

DESCRIBE THE OPERATION — HOURS, INTENSITY, TRAFFIC, OUTDOOR ACTIVITY, AND SITE FEATURES *

CONDITIONS YOU PROPOSE TO MITIGATE IMPACTS (BUFFERING, SCREENING, HOURS, ACCESS, ETC.)

4 • OUTDOOR LIGHTING COMPLIANCE

Will the proposed development comply with the Town's outdoor lighting requirements? *(A signed Outdoor Lighting Compliance Agreement may be required as an attachment.)*

☐ Yes — Required ☐ Yes — Voluntary ☐ No

WHEN COMPLIANCE IS REQUIRED

If the property is within the City Limits, compliance with the Town's outdoor lighting requirements is mandatory.

If the property is within the ETJ, compliance is mandatory when required by a Development Agreement or as a condition of an alternative standard, special exception, variance, or waiver.

Voluntary compliance is strongly encouraged for properties not otherwise required to comply. See the Outdoor Lighting Ordinance for details.

5 • HOW THE REQUEST IS EVALUATED

The P&Z Commission recommends and the City Council decides. Both should consider whether:

Approval criteria

- The use at the specified location is consistent with the adopted Comprehensive Plan or other applicable plans;
- The use is consistent with the general purpose and intent of the zoning district;
- The use is compatible with and preserves the character and integrity of adjacent development and neighborhoods;
- The use will not adversely affect the overall health, safety, or general welfare of the City; and
- Other factors deemed relevant in considering the CUP.

6 • PROCESS & DECISION

1. Submit to the City Administrator; staff reviews for completeness and forwards a recommendation to P&Z.
2. Written and published notice run before P&Z; published notice runs before City Council.
3. P&Z holds a public hearing and makes a written recommendation (may postpone up to 30 days).
4. City Council holds a public hearing and may approve, approve with conditions, or deny (may postpone up to 30 days).

NOTE

Council may attach conditions — building size/height limits, open space, impervious-surface limits, parking, landscaping, buffers, signage, hours of operation, permit duration, and more.

A CUP expires if no building permit (where needed) is approved within 2 years, if such a permit expires within 2 years, or if the use is abandoned for more than 6 months.

7 · FEES & COMPLETENESS**FEES**

All fees are set in the Town of Pine Island Fee Schedule, as amended by City Council. **An application will not be accepted for review without the required fee.**

Applicants are responsible for all associated costs of the application (for example, public notices and outside professional services), billed at cost plus the City's administrative surcharge as set in the Fee Schedule. Make payment payable to "Town of Pine Island."

COMPLETENESS & TIMING

Staff issues a written completeness determination by the 10th business day after submittal. If incomplete, you will be told what is missing; the application expires if the missing items are not provided within 45 days of the original submittal.

A complete application is not a determination that the request complies with Town requirements. Fees are non-refundable once an application is determined administratively complete.

8 · SUBMITTAL CHECKLIST

All items below must be received for the application to be considered complete. **Incomplete submissions will not be accepted.**

Required Item	Applicant	Staff
Completed application, including all required signatures	☐	☐
A current Tax Certificate for the property (required)	☐	☐
Site layout showing buildings, parking, access, buffering, and screening	☐	☐
Architectural elevations (if applicable)	☐	☐
Narrative addressing the approval criteria and any proposed conditions	☐	☐
Public notice sign fee, if required by the Fee Schedule	☐	☐
Completed Billing Contact Form (Form PDO-BC)	☐	☐
Digital (PDF) copies of all submitted documents, with a cover sheet listing the contents	☐	☐
Application fee per the Town Fee Schedule	☐	☐

By signing below, I acknowledge that I have read and met the above requirements for a complete submittal.

Signature — Applicant

Date

9 • CERTIFICATION & SIGNATURES

Owner certification & agent authorization. I certify that I am the owner of record of the property described above (or am authorized to act on the owner's behalf), that the information in this application is true and correct, and that I authorize Town staff to enter the property as reasonably necessary to review this request. If filed by an agent, the owner's signature below authorizes that agent to act on the owner's behalf.

Signature — Property Owner_____
Date_____
Signature — Applicant / Agent (if different)_____
Date**STAFF USE ONLY**

Case number: _____ Date received: _____ Received by: _____

Fee paid: _____ Receipt #: _____ Completeness due (10th business day): _____

P&Z hearing: _____ City Council: _____

TOWN OF PINE ISLAND

Billing Contact Form*Identifies the party financially responsible for application costs*FORM
PDO-BC

Applicants are responsible for all costs associated with a project's application — for example, public notices and outside professional services provided to the City (engineers, attorneys, surveyors, inspectors, and similar consultants). These costs are billed at cost plus the City's administrative surcharge as set in the Town Fee Schedule, regardless of whether the application is approved. By signing below, the billing contact acknowledges financial responsibility for these fees.

1 · PROJECT

PROJECT NAME *

PROJECT ADDRESS *

PROJECT APPLICANT NAME *

2 · BILLING CONTACT

NAME *

PHONE

MAILING ADDRESS

CITY / STATE / ZIP

EMAIL

3 · TYPE OF APPLICATION (CHECK ALL THAT APPLY)

- | | |
|--|--|
| ☐ Comprehensive Plan / FLUM Amendment | ☐ Development Agreement (ETJ) |
| ☐ Ordinance Text Amendment | ☐ Building Permit |
| ☐ Rezoning / Zoning Map Amendment | ☐ Appeal of a Decision |
| ☐ Variance | ☐ Subdivision / Plat |
| ☐ Conditional Use Permit | ☐ Site Plan |
| ☐ Voluntary Annexation | ☐ Other: _____ |

4 · ACKNOWLEDGMENT

By signing below, I acknowledge that the party identified above is financially accountable for payment of all fees and associated costs described on this form.

Signature — Applicant

Date

STAFF USE ONLY

Project number: _____ Received on / by: _____