



CITY OF FULSHEAR

PO Box 279 /6611 W. Cross Creek Bend Ln
Fulshear, Texas 77441
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How to Request a Specific Use Permit

Specific Use Permits take a **minimum of 90 days** to obtain and must receive approval from both the Planning Commission and City Council. Below are the steps needed to take to process the permit. Submission of all the paperwork and fees must be submitted at least **30 days** prior to the next Planning Commission Meeting. The Planning Commission meets on the first Friday of every month. We strongly advise a pre-meeting for the specific use permit with the Planning Department to go over all the requirements. You may contact the Planning Department and set up an appointment at any time before the submission of the Specific Use Permit.

Requirements needed to submit a Specific Use Permit:

1. Ownership Affidavit: A statement of ownership and control of the property and a statement describing the nature of the intended use. A statement indicating how the proposed development complies with the City's adopted comprehensive plan.
2. Vicinity Map: A general location map indicating the approximate location of the property.
3. Context Map: Make 20 full-size, 24 x 36-inch copies of the context map. The map should include the existing features within 200 feet of the property, all buildings on the property, ingress and egress points, landscaping, pedestrian paths, and property names.
4. Survey: a survey prepared and stamped by a state-registered land surveyor listing the metes and bounds, legal description, and the gross acreage within the subject parcel.
5. Site Plan: 20 full-size, 24 x 36-inch copies of the site plan detailing the current and proposed conditions of the property, including the Lighting plan, Landscaping plan, Grading and Drainage plan, Signage plan, Parking plan, and Elevation plan as detailed in the ordinance. The City Officials may deem it necessary for the plans to be stamped by a Professional Engineer, Architect, or Land Planner.
6. Traffic Impact Study: A traffic impact study must be submitted unless waived by the City Officials and completed by a certified traffic engineer as outlined in the ordinance.

7. Stamped and addressed business-size envelopes (which do not include return addresses) to all owners of the property located within 300 feet of the boundary of the proposed conditional use, as listed in the current county records.
8. Application fee must be submitted for processing of the Special Use Permit
 - \$150.00 for Residential Use
 - \$500.00 for Commercial Use

Post a notice on the property in the form of a sign, one sign per every 200 feet of frontage along a public street, with a maximum of two signs required per frontage. Signs shall be located so that the lettering is visible from the street. Where the land does not have frontage on a public street, signs shall be posted on the nearest public street with an attached notation indicating the location of the land subject to the application. The sign shall state, "The property has requested a Special Use Permit; for information regarding this request, contact the City of Fulshear at 6611 W. Cross Creek Bend Lane, Fulshear, Texas 77441, 281-346-1796. Two Public Hearings will be held for this request." Include the time(s), date(s), and location(s) of the Public Hearings.

Please provide a narrative explaining the reasoning and justification for the Special Use. The narrative should focus on the existing uses and zoning classification of the property and the general area surrounding the parcel. Discussion of the request and its general suitability regarding the current zoning designation and the future development vision of the area should also be addressed. Please be prepared to discuss these and other related concepts at the public hearing.

Application Fees: \$150.00 for Residential Use
\$500.00 for Commercial Use