



Application for

Special Use Permit

Planning & Zoning Department

13503 Alexander Road, City Hall | Balch Springs, Texas 75181
Phone 972-286-4477 x.123/212 | Fax 972-286-4279 |
www.cityofbalchsprings.com

FILING PROCEDURES

WHAT IS A SPECIAL USE PERMIT?

The Special Use Permit application process provides a means for City Council, after review and recommendation by the Planning and Zoning Commission, to authorize certain uses which, although generally appropriate for the district, may have greater impacts on surrounding properties than uses which are permitted by right. Site-specific factors and localized impacts from the use as well as the proposed mitigation measures must be evaluated.

City Council reviews each application and decides whether to deny, approve, or approve with conditions. Such conditions are necessary to ensure the use's compatibility with the surrounding area and consistency with the purpose and intent of the Zoning Ordinance.

SUBMITTAL PROCEDURE

It is recommended that the applicant discuss the proposed application with staff of the Planning & Zoning Department prior to submission of an application to review plans, ordinances, and other land use issues that may be involved. Submittal of the application occurs at the Planning & Zoning Department's office listed below:

City of Balch Springs
Planning & Zoning Department
City Hall
13503 Alexander Road
Balch Springs, TX 75181
Phone 972-286-4477 x 123/212, Fax 972-286-4279

SCHEDULING

The amount of time necessary to complete the staff review is variable depending on the complexity of the Special Use Permit application and the accuracy of the submitted material. Once staff has reviewed submitted materials, the case is scheduled for public hearing at the Planning & Zoning Commission. However, the Planning & Zoning Department may determine that additional information or review is necessary prior to being scheduled for public hearing. Incomplete submissions or major changes to the plans during the review process may cause delays in this schedule.

REQUIRED MATERIALS

A Special Use Permit application consists of six parts:

1) Application form

- Included in this packet
- Must be signed by all current property owners
- Typed application. (1 copy)

2) Application fee

- Special Use permit application fee of \$1000
- Payable by check to the "City of Balch Springs"
- Fee is non-refundable

3) Narrative (Proposal) statement

- This written statement should include a detailed description of the proposal. At a minimum, it must include (if applicable):
 - o Square footage
 - o Number of dwelling units
 - o Number of employees
 - o Operational details including hours of operation and number of clients/customers
 - o Number of existing and proposed parking spaces
 - o Circulation of vehicular traffic on site and to and from site
 - o Detailed description of business to be conducted
 - o Description of ownership/management

4) A recent certified survey plat of the property

- Two (2) copies of the survey plat on no larger than 11" x 17" paper

5) Color Elevation: North, South, East and West rendering of building including signage (building materials shall be called out)

Two (2) copies of the elevation on no larger than 11" x 17" paper

6) A Conceptual Site Plan , Floor Plan & Landscape Plan of the property

- Two (2) copies of the plan on no larger than 11"x 17" paper
- 1 Electronic (PDF) Copy
- Drawn at a minimum scale of 1"=100 feet) should be attached to the application showing the proposed development; all building lines
- Parking area or areas (including the identification of the marked/stripped parking
- Means of ingress and egress to/from the property

6) Legal Description: A legal description is required for the property for which a change in zoning is being requested. It must be attached as Exhibit "A". The description shall include the distance and bearing of the point of beginning from the nearest intersection of streets or roads and shall contain the following statement, signed and notarized

Supplements to this application (depending on the type of request) and additional materials may be required at the discretion of the Planning & Zoning Department. **(See Attached Checklist)**

Note: *It is important that the required application materials be as clear as possible in the description and presentation of the proposal, as the materials will be forwarded to Planning & Zoning Commission and City Council for their review.*

REVIEW PROCESS

Following receipt of an application, an initial review is conducted to ensure that all required information has been submitted. If deemed complete, it is accepted as a formal application and internal review begins. Staff will work with the applicant on issues that arise during internal review and on proposed conditions to be included in the Planning & Zoning Department staff recommendation to the Planning & Zoning Commission and City Council. The application will be set for by Public Hearing before the Planning & Zoning Commission and a Notice will be mailed to all property owners that are located within 250 feet of the boundary lines of the property proposed for the SUP. This notice shall be given to all affected property owners no less than ten (10) days prior to the scheduled hearing.

NOTICE & POSTING

Notices of Planning & Zoning Commission and City Council public hearings are advertised in the *Suburbia News*. Notices are also mailed to nearby property owners. Additionally, a sign is posted on the site with information regarding Planning & Zoning Commission's public hearing. The request for

SUP will be advertised in the City's official newspaper at least fifteen (15) days prior to the scheduled date of the public hearing.

Note: *Applicants are strongly encouraged to organize a community meeting to discuss the proposal with property owners and residents prior to the Planning & Zoning Commission's public hearing.*

PLANNING & ZONING COMMISSION RE COMMENDATION

Planning staff will make a presentation to Planning & Zoning Commission summarizing the application and staff's recommendation. The applicant and any citizens interested in the application are given time to speak. Planning & Zoning Commission will evaluate the application based on the merits of the proposal, considering the purpose of the zoning district affected, the potential impacts of the proposal on the neighboring properties, and any relevant recommendations or policies in the adopted Balch Springs Comprehensive Plan. Planning & Zoning Commission may recommend approval, denial or that additional conditions be imposed before its recommendation is forwarded to City Council.

CITY COUNCIL PUBLIC HEARING

Following Planning Commission's hearing, the item will be forwarded to City Council for a public hearing, usually in the month following Planning Commission. Planning staff may make a presentation to City Council summarizing the application and the recommendations. The applicant and any citizens interested in the application are given time to speak. City Council may approve or deny the application and may impose additional conditions. Four affirmative votes of City Council are required for approval.

PUBLIC HEARING TIMES AND LOCATIONS

Planning Commission

- First & Third Thursday of every month at 7:00 PM
- Held in City Hall, Council Chambers, 13503 Alexander Road

City Council

- Second & Fourth Monday of every month at 7:00 PM
- Held in City Hall, Council Chambers, 13503 Alexander Road

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Balch Springs
Planning & Zoning Department
13503 Alexander Road
Balch Springs, Texas 75181

Case Number: SUP _____ - _____

1. PROPERTY INFORMATION

Address or Location _____

Legal Description _____ Zoning District _____

Current Land Use _____

Proposed Land Use _____

The proposed use will be in: ☐ an existing building ☐ a new addition ☐ a new building

2. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)

Owner's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

4. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

5. Give an explanation of the proposed use of the property and attach supporting information:

6. Zoning Request: (IF APPLICABLE)

From: _____
To: _____

7. Give a brief explanation of reason for the request: _____

8. The undersigned hereby requests rezoning of the above-described property as indicated.

Applicant/Agent _____ Date _____

9. Owner: _____
Name: _____
Mailing address: _____ Telephone: _____

Signature _____
Owner _____ Date _____

Fee Received by: _____ Date Received _____
Amount: _____ Cash/Check Number: _____ Rec.# _____

10. A signed and notarized copy of the current deed for the property. All deed restrictions on the property, if any, are to be listed and highlighted in yellow. (1 copy)

11. A Tax Impact Analysis.

A. An evaluation of the current taxable value of the land and the physical improvements) ie., building improvements) after SUP approval:

<u>Assessment Category</u>	<u>Taxable Value – Current</u>	<u>Future</u>
LAND		
PHYSICAL IMPROVEMENTS (BUILDING & IMPROVEMENTS)		

B. An evaluation of the tax dollars that are currently being paid to the City of Balch Springs on the land & the physical improvements (ie., building and improvements) compared to the anticipated future tax dollars (using the current rate) that will be paid to the City Of Balch Springs on the land & the physical improvements (ie., building & improvements) after the SUP approval:

<u>Total Paid-using current rate</u>	<u>Increased/Decreased – Amount of Taxes paid/to be paid</u>
<u>Assigned Category</u>	<u>Current</u> <u>Future</u> <u>LAND</u>
PHYSICAL IMPROVEMENTS (Building & Improvements)	

OFFICE USE ONLY

☐ Application Form	☐ Narrative Statement	☐ Conceptual Site Plan
☐ Application Fee	☐ Survey Plat	☐ Additional materials (if required)