



Special Use Permit Application

City of Pittsburg

200 Rusk Street

Pittsburg, TX 75686

Phone: 903-856-3621 Fax: 903-856-0544

Email: mary.ornelas@pittsburgtx.gov

Application Date: _____

Application Fee: \$500.00

Applicant Information

Applicant Name			Phone No.	Cell Phone No.
Address	Street	City	State	Zip Code

Property Information

Property Owner's Name			Phone No.	Email:
Address	Street	City	State	Zip Code
Legal Description of Property:				
Specific use permit is requested for what purpose. Please Include a full detailed narrative describing the planned use and operation of this location. Use separate attachment				
Zoning District:				
Reason for Request:				

Additional Information

Is there deed restrictions that would prevent this property being used in the manner herein proposed?	☐ Yes ☐ No
Have all person(s) with any financial interest in the request been listed or are signatories to this application?	
☐ Yes ☐ No	

- Duration of the special use permit is defined by the Planning and Zoning Board and could be revoked at any time if failure to follow City of Pittsburg Ordinances. Permits are usually 1 year in length.
- If new or renovation construction is required building plans to scale and stamped engineered plans may be required.

I understand that if the Special Use Permit is approved by City Council that the current building and fire code required may be necessary before being issued a certificate of occupancy.

Signature

Date

For Office Use Only

Payment Received of \$250.00
(Payment nonrefundable)

Cash _____ Check No. _____

Approved By: _____

Date: _____



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The applicant is required to review in full the below listed ordinance pertaining to special used and parking. It is the applicant's responsibility to adhere to the ordinance requirements

- **Section 24 Special Use Regulation Ordinance – See Attached**
- **Section 23 Off- Street Parking and Loading Requirements**

Requirements for Site Plans

- **More details than what is listed below may be necessary depending on the Special Use Permit being requested.**
- ☐ Two sets of Site Plans with a plan size not smaller than 18" x 24" and not larger than 36 inches to be submitted to the building inspection department.
- ☐ Proposed use(s), north arrow, graphic scale and date of plan preparation
- ☐ Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor (additions only)
- ☐ Legal description, address, property lines and dimensions of the property.
- ☐ Zoning Classification
- ☐ The name, address, and phone number of the individuals responsible for the project
- ☐ Location, setback lines, dimensions and square footage of existing building and proposed special uses.
- ☐ Location and other existing buildings on site.
- ☐ Location of proposed utilities, drainage easements, and public utility easements.
- ☐ Off-street parking and number of parking spaces labeled as per section 23 of the off street zoning ordinance.
- ☐ Location of driveways including labeling ingress and egress showing the flow of traffic
- ☐ Location of fire lanes as per required fire code
- ☐ Location of the allowed home occupancy signage as per city ordinance
- ☐ Label all statutory fire code requirements including those for the structure – such as fire exits
- ☐ Location of ADA Parking, entry and ramp.

Applicant Signature

Date