



CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____

SPECIAL USE PERMIT APPLICATION
(Pre-Application Meeting Required; Incomplete applications will not be accepted)

PROPERTY INFORMATION			
DEVELOPMENT/PROJECT NAME:		PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:		GROSS AREA (ACRE/SQ. FT.):	
		NET AREA (ACRE/SQ. FT.):	
CURRENT ZONING:	MASTER PLAN DESIGNATION:		
CURRENT USE:			
PROJECT INFORMATION			
PROJECT DESCRIPTION (TO INCLUDE PROPOSED USE):			
PRE-APPLICATION MEETING	PLANNER ASSIGNED:		RELATED CASE(S):
	CASE NUMBER:		
	DATE HELD:		
APPLICANT INFORMATION (Single point of contact)		PROPERTY OWNER INFORMATION	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY, ST, ZIP:		CITY, ST, ZIP:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL:		EMAIL:	
APPLICATION FEES (STAFF ONLY)			
BASE FEE: SUP			\$
PHTG (TIA)			
Concurrent Application	Varies		
		SUBTOTAL	
		TOTAL AMOUNT DUE	\$

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

I, THE UNDERSIGNED OWNER, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.

SIGNATURE: _____ DATE: _____

Planning Department
 447 N. Main Street • Phone (830) 248-1501
<https://www.ci.boerne.tx.us/90/Planning>



SPECIAL USE PERMIT SUBMITTAL CHECKLIST & ACKNOWLEDGEMENTS

Required		SUP CHECKLIST
Yes	No	
☐	☐	Completed Property Owner Authorization form with owner's original signature.
☐	☐	Title Report <u>dated within the last 90 days</u> (if required)
☐	☐	ALTA Survey, to include streets and driveways on adjacent streets, <u>dated within the last 90 days</u> – 24"x36" drawn to scale.
☐	☐	Project narrative, including discussion of site design, building architecture, landscape themes, etc.
☐	☐	Conceptual Site Plan – 24"x36" drawn to scale.
☐	☐	Conceptual Landscape Plan– 24"x36" drawn to scale.
☐	☐	Hardscape Plan– 24"x36" drawn to scale. (if required)
☐	☐	Wall Plan – 24"x36" drawn to scale.
☐	☐	Floor Plan – 24"x36" drawn to scale. (if required)
☐	☐	Lighting Plan/Photometric and Cut sheets – 24"x36" drawn to scale.
☐	☐	Traffic Impact Statement with PHT Generation Form or Traffic Impact Analysis approved by Engineering and Mobility department.
☐	☐	Preliminary Grading & Drainage Plan including LID – 24"x36", drawn to scale.
☐	☐	Preliminary Utility Plan – 24"x36" drawn to scale.
☐	☐	Preliminary Drainage Report. (if required)
☐	☐	Preliminary Off-Site Plans. (if required)
☐	☐	Sign Installation and Removal
☐	☐	Other:

Each item on the checklist is to be submitted digitally online.

Public Participation and Public Hearing-

This request requires a Public Hearing. To foster civic engagement, a Boerne Neighborhood Discussion meeting is encouraged, and Public Hearing notifications are required to be distributed. A sign is also required to be placed on-site at a location visible from the public right of way. When the case is closed, a sign installation and removal affidavit must be provided to Planning Department staff no more than one (1) week following the case's conclusion.

Please see the Boerne Neighborhood Discussion information on our website for further details on the process and requirements:

<https://www.ci.boerne.tx.us/2074/BOND-Boerne-Open-Neighborhood-Discussion>



I acknowledge that the following items are required for the processing of my application with the City of Boerne Planning Department. I understand that the application will not be accepted without the following items and that the City of Boerne reserves the right to request additional information supplementary to this list.

Applicant Signature: _____

Date: _____

If you have any questions regarding items on this checklist, please contact your case manager.

SPECIAL USE PERMIT PROJECT NARRATIVE

The project narrative provides staff, Planning and Zoning Commission, and City Council with the information necessary to fully evaluate the request for a conditional use permit.

Please address the following topics in your narrative:

1. Explain how the request meets the following findings:
 - a. That the proposed use is (i) consistent with the land use designation set forth in the Comprehensive Master Plan, (ii) will further the City's general guidelines and objectives for development of the area, as set forth in the Comprehensive Master Plan, and (iii) will be consistent with the desired character for the surrounding area.
 - b. That the use will be (i) compatible with other adjacent and nearby land uses and (ii) will not be detrimental to (1) persons residing or working in the area, (2) adjacent property, (3) the neighborhood, or (4) the public welfare in general.
 - c. That the site is adequate in size and shape to accommodate the proposed use, allow safe on-site circulation, and meet all required development standards, including, but not limited to, setbacks, parking, screening, and landscaping.
 - d. That the site has appropriate access to public streets with adequate capacity to carry the type and quantity of traffic generated by the proposed use.
 - e. That adequate conditions have been incorporated into the project to ensure that any potential adverse effects will be mitigated.
2. Site and building design.
3. Address ingress and egress to the property and proximity to driveways and street intersections in the vicinity of the subject property.
4. Internal vehicular circulation including emergency and delivery vehicles.
5. Pedestrian and alternative vehicle considerations for the proposed use.
6. Volume and character of traffic.
7. Off-street parking and loading.
8. Impact on public services, including utilities, schools, and recreation.
9. Screening and buffering of uses.
10. Proposed outdoor activities or storage.
11. Hours of operation.
12. Exterior lighting with reference to adjacent properties.
13. Noise, smoke, odor, dust, vibration, or illumination created by the proposed use.
14. Additional information as needed.



OWNER AUTHORIZATION FORM

- Fill out #1 below if property owner is same as applicant.
- Fill out #1 and #2 below if applicant is other than property owner.
- A separate form is required for multiple owners.

1. I, _____, hereby certify that I am the owner of property, designated as Plat _____, Lot(s) _____, as shown on the Kendall County Tax Assessor's Maps.
2. I hereby authorize the application for _____ by (name of applicant or agent) to be submitted to the Development Services Department of the City of Boerne for review and decision by the Planning Commission and City Council.

BY: _____
Signature of Owner, Individual, Corporation, Trustee, Partnership, non-profit, etc.

STATE OF _____)
County of _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20_____.

Notary Public

My Commission Expires:

SUBMITTAL REQUIREMENTS

All plans shall be of the same scale. These items must be on the plans submitted for review.

SITE PLAN

1. Site Plan **must** show all existing off-site improvements within 150' of all property lines, including, but not limited to:
 - a. Streets.
 - b. Driveways.
 - c. Sidewalks.
 - d. Streetlights and utility poles.
 - e. Service Entrance Sections (SES), transformers, and other utility boxes or pedestals.
 - f. Fire hydrants and backflow prevention devices.
 - g. Bus turnouts and shelters.
 - h. Adjacent structures.
 - i. City limits, if applicable.
 - j. Rights-of-way, access and utility easements.
 - k. Landscaping.
2. Site data table including the following information:
 - a. Existing zoning of the site (if PAD, please indicate name of PAD) and case number (if applicable).
 - b. Gross and net area of the site.
 - c. Total building floor area and building height.
 - d. Building floor area, by use (if a mix of uses is proposed).
 - e. Percent of building coverage.
 - f. Parking calculations showing total number of spaces required and provided, by use, including accessible parking and EV parking (both EV charging stations and EV capable spaces).
 - g. Landscape calculations showing total site and ROW planting required and provided.
3. Trash enclosures:
 - a. Enclosure walls are to be protected by 6" pipe filled with concrete, 4" in from the pad surface. All gates shall be hung on this pipe (not the block wall). The bottom of the gates shall clear any curbing next to it and will be provided with a latching system to hold the gates open for service.
 - b. Enclosure wall is to be 6' high, minimum clearance between enclosure wall and pipe is 3". All enclosures must be gated. All gates shall be opaque.
 - c. Designed to match primary building.
4. Pedestrian Access
 - a. All pedestrian walkways that traverse driveways or drive aisles shall utilize a decorative material, such as pavers or stamped concrete. All decorative crossings must be located outside of the public right-of-way and called out on plans.
 - b. Minimum 6' walkway around all commercial buildings on site.
5. Site Plan Notes
 - a. All utility lines less than 69 KV shall be undergrounded with the first phase of development.
 - b. All ground-mounted equipment shall be screened/concealed from street view.
 - c. Plants located within required AASHTO sight visibility triangles shall be pruned regularly to permit unobstructed vision. Plant materials shall be maintained to be lower than 2' (shrubs) or taller than 7'

(bottom of tree canopy). d. Future development pads within shall be covered with a minimum of 2" thick decomposed granite for dust control at time of development. e. All developments shall be maintained in conformance with the approved site plan and landscape plan. Any changes thereto shall require approval of the City of Boerne.
LANDSCAPE PLAN
- Proposed locations for all landscape material, organic and inorganic. - Preliminary landscape materials schedule identifying each plant's common and botanical name, plant sizes and quantities, and the specification, size, and color of any inert materials. Plans shall be developed in accordance with the COB Street Tree Master Plan. - Completed planting data sheet on all landscape sheets (see attached). - Preliminary landscape details and construction notes, including the following notes: - All trees required on site shall have a minimum box size of 24 inches. - All trees shall be specified in the schedule of plant material (required as part of the Preliminary Landscape Plan and the Final Landscape Plan) by height, width and by any other relevant information which defines the exact specifications of the plant material being proposed. - All palm trees (fan palms, date palms, and queen palms) shall have a minimum twelve (12) foot trunk height measured from the base of the trunk to the base of the fronds. - The Property Owner and/or lessee shall be responsible to install/maintain all landscaping within the Right- of-way. - A 3-foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach upon this clear space when mature. - Plantings within any sight visibility easement shall be maintained so that no limbs hang lower than seven (7) feet and shrubs or other plants planted within any sight visibility easement shall be no taller than two (2) feet at full growth. - THE CITY APPROVES THESE PLANS FOR CONCEPT ONLY AND ACCEPTS NO LIABILITY FOR ERRORS OR OMISSIONS. - Please note: all construction shall be in accordance with the City of Boerne Specifications & Standard Details currently on file and available at the City of Boerne Engineering and Mobility Department. - Dust control and ground cover using ¾" screened decomposed granite at a minimum 2" thick depth. - Location of preliminary easements, preliminary utilities, and above grade retention/detention basins. - Description of irrigation system. Show location of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green. - Designate and provide detail of all street median improvements (as applicable). - Location of preliminary easements, preliminary utilities, and above grade retention/detention basins. - Description of irrigation system. Show location of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green. - Designate and provide detail of all street median improvements (as applicable).
HARDSCAPE PLAN
- Blow-up plan views of all usable open space areas and areas with decorative paving indicating the surface design and location of all amenities therein. - Elevations and/or details indicating color and design of all proposed site amenities, including, but not limited to benches, tables, trash receptacles, fountains, bike racks, etc.
WALL PLAN

1. Site plan identifying the location, height, and wall type of each section of fence, as well as any existing or proposed easements that may interfere with the proposed wall/fence.
2. Elevations of all proposed perimeter, screen, or other walls on site. Call outs of all proposed finish materials and colors must be included on the elevations. Printed colors on color elevations must accurately portray the actual colors/materials to be used.

BUILDING ELEVATIONS

1. Drawing, to scale, of all aides of a building proposed, in accordance with City requirements.
2. Elevations labeled by direction (e.g., North Elevation).
3. Perspective drawings along major streets and other visible locations as required by the project planner.
4. Call-outs of all proposed finish materials and colors; on color elevations, printed colors must accurately portray actual colors/materials.
5. Roof-mounted equipment dashed/ghosted in behind parapet(s). All roof-mounted equipment is required to be fully screened by parapet walls incorporated into the building's architectural design.
6. Service Entrance Sections (SES)/ meter boxes, transformers, and other utility boxes or pedestals must be shown on the site plan and, if located on or near the building exterior, the building elevations. The SES/ meter box must be architecturally integrated with the building's design, not a standalone equipment unit within the site. Recessed SES cabinets are preferred.
7. All downspouts should be internalized or architecturally integrated into the design of a building.

LIGHTING AND PHOTOMETRICS

1. Site plan indicating the location and type of all proposed exterior lighting fixtures.
2. Photometric plan indicating light levels (in foot candles) at regularly measured intervals across a property. Light levels shall not exceed 1 foot-candle at any property line.
3. Calculation of the lighting uniformity ratio for the subject site, not to exceed a 5:1 average-to-minimum ratio for parking lots.
4. Luminaire schedule including but not limited to the manufacturer information, luminaire name/type, initial lumens, shielding (if applicable), color, finish, etc.
5. Cut sheets of all proposed fixtures.