



Specific Use Permit Application

Project # _____
(to be assigned by City staff)

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See the appropriate check list and fee schedule for minimum requirements. Incomplete applications will not be processed.

Property Information

Project Name	_____	Legal Description	_____
Project Address	_____		_____
	_____		_____
Project Description	_____		_____
Gross Acreage	_____	# of Lots	_____
	_____		_____

Applicant & Owner Information

Applicant Name	_____	Company	_____
Owner Address	_____	Telephone No	_____
City, State, Zip	_____	Email	_____

Applicant Status (check one) ☐ **Owner** ☐ **Representative*** ☐ **Tenant** ☐ **Prospective Buyer**

Property Owner	_____	Telephone No	_____
Address	_____	Email	_____
City, State, Zip	_____		_____

Application Requirements for Specific Use Permit Requests

- A certificate stating that all city and school taxes have been paid to date;
- A property description of the area where the specific use permit is proposed to apply;
- A site plan complying with the requirements stated in this section

SITE PLAN

The required site plan shall contain, at a minimum, the following information as provided in the code of ordinances:

- (1) Boundary of the area covered by the site plan;
- (2) A description of all processes and activities involved in the proposed use;
- (3) Existing and proposed buildings and structures, including their height, roofline, gross floor area, location of entrances and exits, areas for storage, and areas where work is performed;

- (4) Existing drainageways and significant natural features, such as large trees, tree clusters, steep slopes, etc.;
- (5) Proposed landscaping and screening buffers;
- (6) Location and dimensions of all curblines, public and private streets, easements, parking and loading areas, pedestrian walkways, lighting facilities and outside trash storage facilities;
- (7) The location, height, and type of wall, fence and/or other type of screening; and
- (8) The location, height and size of all proposed signs.

The following additional information may also be required if deemed appropriate by staff, the Planning and Zoning Commission or City Council:

- (1) Copies of studies or analyses upon which have been based projections for need or demand for the proposed facility.
- (2) Description of the present use, assessed value and actual value of the land affected by the proposed facility.
- (3) Description of the proposed use, anticipated assessed value and supporting documentation.
- (4) A description of any long-term plans or master plan for the future use or development of the property.
- (5) A description of the applicant's ability to obtain needed easements to serve the proposed use.
- (6) A description of any special construction requirements that may be necessary for any construction or development on the subject property.
- (7) A traffic impact analysis prepared by a qualified professional in the field of traffic evaluation and forecasting may be required.

NOTE: The Planning & Zoning Commission, City Council, and administrative official are authorized to require additional material or information to meet city code requirements or ensure the application is in compliance with the ordinances of the city.

Substantive changes to the application and/or supporting documents will not be accepted between the Planning & Zoning Commission consideration and City Council consideration.

SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE YOUR NAME) SIGNATURE: _____ DATE: _____ SIGNATURE OF PROPERTY OWNER: SIGNATURE _____ DATE: _____ (Letter of authorization required if signature is other than property owner) **The property owner must sign the application or submit a notarized letter of authorization.	For City's Use Only Project Number # _____ Date submitted: _____ Total Fee \$ _____ Paid by: ☐ check # _____ ☐ credit card ☐ cash Accepted By: _____
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Dear Applicant,

Thank you for choosing Crowley for your development project. Our goal is to assist you in making the application and hearing process as simple and easy to understand as possible. On the following page, you will find a list of staff contacts. Please let us know if you have any questions during the application process. In addition, if you would like to schedule a **pre-application meeting**, we would be happy to schedule a meeting as soon as possible. For pre-application meetings, please call or email *Corinne Shaw* at the contact information shown on the following page.

Following the staff contact page are links to the sections of city code that apply to each application type. The city code sets out what must be included in each application, lists application fees, and also describes the public hearing process (if hearings are required). Please note that, due to timelines for notifications required by state law, requests that require public hearings may take three to four weeks before they will be considered by the Planning & Zoning Commission, but staff will make every effort to place your request on a Planning & Zoning Commission agenda as soon as possible.

While you are preparing your application, you may want to consider the following questions.

- Have you verified the property is zoned to allow for your proposed use? Is the property platted?
- Have you scheduled a Development Review meeting with development staff? (if needed)
- If you are going to occupy an existing building will it require an asbestos survey?
- Have you inquired about all of the fees that will be due pertaining to this project?

The development staff strives to provide you with efficient and courteous service. Please let us know how we can help you.

---- City of Crowley Community Development Staff

Planning & Development Staff

STAFF	DEPARTMENT	PHONE	EMAIL
Rachel Roberts	Planning & Development Director	817-297-2201 ext 3030	rroberts@ci.crowley.tx.us
Tejali Mangle	Planner	817-297-2201 ext 3090	tmangle@ci.crowley.tx.us
Kevin Davis	Building Inspector	Please call the permits office and leave a message.	
Whitney (Beatty) Jenkins	Permit Clerk	817-297-2201 ext 3000	wbeatty@ci.crowley.tx.us
Claude Scally	Crowley Fire Department Fire Marshall	817-297-2201 ext 5220	cscally@ci.crowley.tx.us
Mike Rocamontes	Director of Public Works	817-297-2201 ext 3290	mrocamontes@ci.crowley.tx.us

QUICK REFERENCE GUIDE: CITY OF CROWLEY CODE OF ORDINANCES

FEES

See Chapter 106 – Appendix A- Schedule of rates, fees and charges

https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_APXASCRAFECH

(Link updated 06.09.2020)

ZONING CHANGE

See Chapter 106 – Zoning, Division 5 – Amendments

https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_CH106ZO_ARTIAD_DIV5AM (Link updated 06.09.2020)

CODE AMENDMENT

Requests to change requirements of the zoning code follow the same application and hearing process as zoning changes.

SPECIFIC USE PERMIT

See Chapter 106 – Zoning, Division 6 – Specific Use Permits

https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_CH106ZO_ARTIAD_DIV6SPUSPE (Link updated 06.09.2020)

SITE & LANDSCAPING PLAN

See Chapter 106 – Zoning, Article IV – Supplementary Regulations and Division 3 – Site Plan

https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_CH106ZO_ARTIVSURE_DIV3SIPL (Link updated 06.09.2020)