



SPECIFIC USE PERMIT APPLICATION

3219 California Pkwy, Forest Hill, TX 76119

Phone: (817) 806-4561 Email: permits@foresthilltx.org

NOTE: THE REQUEST IS FINAL ONLY WHEN THE FOREST HILL CITY COUNCIL HAS TAKEN FINAL ACTION ON IT. THE APPLICANT IS CAUTIONED NOT TO MAKE ANY FINANCIAL OR LEGAL COMMITMENTS TO THE PROPERTY UNTIL FINAL DISPOSITION OF THE REQUEST

DATE: _____

PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LEGAL DESCRIPTION* (LOT, BLOCK & SUBDIVISION): _____

NOTE: IF PROPERTY IS UNPLATTED, ATTACH METES AND BOUNDS DESCRIPTION TO APPLICATION AND PROVIDE ELECTRONIC COPY IN WORD DOCUMENT FORMAT)

AREA IN ACRES: _____ PRESENT ZONING: _____

PRESENT USE: _____

DESCRIBE SPECIFIC USE REQUESTED: _____

REASON FOR REQUEST: _____

APPLICANT'S NAME: _____

APPLICANTS ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ ALTERNATE PHONE: _____

EMAIL: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ ALTERNATE PHONE: _____

EMAIL: _____

*AUTHORIZED REPRESENTATIVE: _____

*Requires submittal of separate Authorized Representative form with application

REPRESENTATIVE'S ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ ALTERNATE PHONE: _____

EMAIL: _____

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PLEASE READ CAREFULLY BEFORE SIGNING:

I attest that the above information is true and accurate to the best of my knowledge that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission and City Council hearing. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the City.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission and City Council shall have the power to dismiss this proposal either at the call of the case or after hearing and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the City Council.

I reserve the right to withdraw this proposal at any such time, except during notice periods, upon written request filed with the Planning & Zoning Secretary and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and City Council. I understand that the filing fee is not refundable upon withdrawal of proposal.

Attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

SIGNATURE OF PROPERTY OWNER

DATE _____

SIGNATURE OF PROPERTY OWNER

DATE _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE _____

FILING FEE: _____ DATE PAID: _____ RECEIVED BY: _____

PAYMENT TYPE: ☐ CASH ☐ CHECK NO. _____ ☐ CREDIT CARD

SET FOR P&Z AGENDA: _____

SET FOR COUNCIL AGENDA: _____

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DOCUMENTS REQUIRED

The items listed in the **Documents Required** checklist must be received no later than 5:00 PM on the submittal deadline (refer to schedule) and are required to qualify as an adequate submittal to be placed on the upcoming agenda. Upon determination of its inadequacy, the submittal will not be accepted and will be promptly returned to the applicant. For all Submittals, please submit **One (1) copy of all items**, unless otherwise noted. Blue or black line prints should be a **folded** 24" by 36" and **folded** 12" by 9". One 11" by 17" reduction of each plan is required with all submittals.

Staff Appl

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|--------------------------|--------------------------|--|
| ☐ | ☐ | Specific Use Permit application |
| ☐ | ☐ | A notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be presenting the request. |
| ☐ | ☐ | Non-refundable application fee of \$500.00 |
| ☐ | ☐ | Documents required checklist, completed and signed by applicant |
| ☐ | ☐ | Technical requirements check list, completed and signed by applicant |
| ☐ | ☐ | If request is for (a) portion of a platted lot or (b) an unplatted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by a licensed engineer or surveyor must be provided electronically in Microsoft word or compatible software and in hard copy |
| ☐ | ☐ | A recorded copy of the Warranty Deed showing proof of ownership of the property with the volume and page number where it was filed with the Tarrant County Clerk. |
| ☐ | ☐ | Original tax certificate(s) from the Tarrant County Tax Collector's Office (each costs \$10, payable at the tax office) proving that all property taxes have been paid. |
| ☐ | ☐ | One (1) folded copies of the following, min. sheet size 18"x24", max. 24"x36": <ul style="list-style-type: none">• Site layout (required)• Landscape Plan (required)• Building elevations (recommended) |
| ☐ | ☐ | One (1) 11" by 17" reduction of each plan. (required) |

Preparer's Signature: _____

Printed Name: _____

Date: _____

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TECHNICAL REQUIREMENTS

The site layout plan should be drawn to scale and showing the general layout of the project, together with essential requirements such as off-street parking facilities, size, height, construction materials and locations of buildings and the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; the type of visual screening using walls, fences and landscaping; and the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of 200 feet.

The following elements should be shown:

Staff Appl SITE LAYOUT (Required)

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Location map, north arrow, graphic scale |
| ☐ | ☐ | Building orientation |
| ☐ | ☐ | Access points, driveways and fire lanes |
| ☐ | ☐ | Parking |
| ☐ | ☐ | Square footage of all buildings |
| ☐ | ☐ | Outside storage or display areas |
| ☐ | ☐ | Loading docks |
| ☐ | ☐ | Signage |
| ☐ | ☐ | Recycling and trash dumpsters |

LANDSCAPE PLAN (Required)

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Landscape plan per Section 10.600 and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping and other screening |
|--------------------------|--------------------------|--|

BUILDING ELEVATIONS (Recommended)

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Building elevations of all sides, showing dimensions including height, building materials, color, texture, design |
|--------------------------|--------------------------|---|

Preparer's Signature: _____

Printed Name: _____

Date: _____

Criteria For Determining The Merit Of Rezoning and Zoning Amendment Requests For the City of Forest Hill

Purpose: It is the intent of this listing of criteria to not limit future rezoning requests for certain uses to a designated geographical area of the city; but rather to allow the placement of future rezoning requests for certain uses in any area of Forest Hill, based upon the individual merits of each application.

Criteria: Each application shall be considered with respect to promoting the health, safety, and general welfare of the community. In pursuit of this goal, each future rezoning or zoning amendment requests for certain uses shall be measured and considered by the following criteria:

1. Does the request represent an application of recognized planning principles that encourages the future growth of the community in an orderly and economically beneficial manner?
2. Does the request introduce a land use that would be considered compatible with the existing land uses in the area, using general planning principles?
3. Does the request contribute to the well being of the community such that it maintains or increases the value of private property in the vicinity?
4. Does the request contribute to the well being of the community by encouraging additional economic development?
5. Would the impact of the request, on the immediate thoroughfare corridor, be such that value and commerce would be encouraged to continue and grow?

The consideration of any and all requests to rezone private property for certain uses shall meet the above five part test. All criteria shall be met in the affirmative in order to recommend approval of the application.

General Information

1. There is a non-refundable fee payable to the City of Forest Hill before the application is considered to be complete.
2. The applicant must be the owner of the property. However, if the property owner will not be presenting the request, he must submit a notarized letter authorizing a representative to present the request.
3. Property owners within 200 feet of the property will be notified by letter prior to the Planning and Zoning Commission and City Council hearings.