



City of Alton

509 S. Alton Blvd. Alton, Texas 78573 (Mail)
406 S. Alton Blvd. Alton, Texas 78573 (Office)
Ph: 956-432-0730 Fax: 956-432-0733 www.alton-tx.gov

Conditional Use Permit Application

Applicant:

(Name)

(E-Mail)

(Phone)

Address:

(Street)

(City)

(State)

(Zip)

Property Owner:

Name

(E-Mail)

(Phone)

Address:

(Street)

(City)

(State)

(Zip)

Permit Location:

(Street)

(Subdivision)

(Lot)

(Block)

Current Zoning: _____

Current Land Use: _____

Purpose of Permit Request (*requests for sale of alcohol must specify if alcohol will be consumed on or off premises*)

Business Name (if applicable): _____

Hours of Operation of Proposed Use:

To the best of your knowledge, are you aware of any deed restrictions, covenants, etc., which would conflict with the proposed use? Yes ☐ No ☐

I, the undersigned, do certify that I am the actual owner of the property described above and this application is being submitted with my consent or I am authorized by the actual owner to submit this application and have attached written evidence of such authorization.

Signature/Authorized _____**Date:** _____**Agent:** _____Submittal Requirements

Application form must be completed in full.

Submittal fee: \$450.00

Owner authorization (*if applicable*)

Property tax statement

Copy of water bill

Survey and metes and bounds if the legal description is a portion of a lot

A site plan drawn to scale to include:

Location and height of all structures on subject and adjoining properties

Landscaping, fencing including any used for screening purposes

Design of ingress and egress to minimize traffic impact on abutting streets

Off-street parking and loading facilities

Proposed uses and location of all signs and specify lighting and heights.

Application Process

After the complete application is submitted, the Planning Dept. is required by law to notify by mail all property owners within a 200 ft radius of the proposed conditional use and to advertise in a newspaper 15 days prior to a public hearing. Should the Planning and Zoning Commission or 20% of the property owners of the 200 ft radius oppose the request, the City Commission's vote will determine the approval. 3/4th vote would be required to grant approval.

Conditional Use Application Form Updated 07/2025

OFFICE USE ONLY

Action	Date
Accepted by: _____	
Sent to City Secretary for paper publication:	
Newspaper publication of hearing (15 days prior to hearing)	
Notice sent to property owners	
Public Hearing to be held	
Ping & Zoning/City Commission Meeting Packet deadline to submit	
Planning & Zoning Commission-City Commission Meeting ___ Approved ___ Not approved	