

**CITY OF BURKBURNETT  
SPECIFIC USE  
APPLICATION**

OFFICE USE: \_\_\_\_\_  
CASE NO. \_\_\_\_\_  
REC. NO. \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Subdivision \_\_\_\_\_

Tax Account No. \_\_\_\_\_

Proposed Use \_\_\_\_\_

Present Use \_\_\_\_\_ Zoning \_\_\_\_\_

Property Platted?  Yes  No

Applicant's Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information contained herein is true and correct; that I have been informed of the date and time that this request will be considered by the Planning and Zoning Commission; and that all required submissions (see reverse) have been provided.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note:

- Application must be submitted with a site plan.
- See reverse side for instructions for site plan submission requirements.

**Permit** (To be completed by the Development Services Department.)

A conditional use permit is hereby:

- Approved
- Disapproved
- Conditionally Approved (conditions attached) based on the Planning and Zoning Commission's action on \_\_\_\_\_.

NOTE: A CONDITIONAL USE PERMIT IS VALID FOR 1 YEAR UNLESS A BUILDING PERMIT IS ISSUED AND CONSTRUCTION IS ON GOING.

\_\_\_\_\_  
Director of Development Services

\_\_\_\_\_  
Date

## **INSTRUCTIONS FOR SPECIFIC USE APPLICATION**

### **SUBMISSION REQUIREMENTS**

A site plan showing the following:

1. The location, height, and intended use of existing and proposed buildings.
2. The location and number of existing and proposed parking and loading areas and curb cuts.
3. The location and height of existing and proposed site improvements including signs, lighting, fencing, landscaping, etc.
4. The location and dimension of boundary lines, easements and required setbacks of all existing and proposed buildings.

### **PROCEDURE**

1. Submit completed application at least 21 days prior to the Planning & Zoning Commission meeting date along with a \$67.50 fee. The Commission meets the \_\_\_\_\_ in the Council Chambers, City Hall, 501 Sheppard Road, Burk Burnett TX 76354.
2. Appear before the Commission on the scheduled date.

### **NOTIFICATION**

1. Development Services Department staff will mail a copy of the staff report to the applicant ten (10) days prior to the Planning and Zoning Commission meeting.
2. Development Services Department staff will notify property owners within 200 feet of the site at least ten (10) days prior to the Planning and Zoning Commission meeting.

### **APPEAL**

1. If you do not agree with the decision of the Planning and Zoning Commission, you may appeal to the City Council.
2. The appeal must be made within sixty (60) days of the Planning & Zoning Commission meeting.
3. Obtain Appeal application from the Development Services Department office and return along with a \$32.25 fee.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE DEVELOPMENT SERVICES DEPARTMENT AT (940) 569-2263.