



CITY OF NATALIA

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SPECIAL USE PERMIT APPLICATION

NON-REFUNDABLE FEE: \$200.00

This form is used to request a special use permit from the City of Natalia Ordinances providing for a special use permit process that requires review and consideration before the City's Planning and Zoning Commission, such as:

- 1) Use of an Accessory or Temporary Structure during construction of principal use. (Chp.44, Div.2)
- 2) Issuance of a temporary Certificate of Occupancy for a Real Estate Office under residential development.
- 3) Reducing limitations to Zoning Ordinance minimum specifications and restrictions, within its same categorized district. (Chp.44, Sec.44-89)
- 4) Reducing limitations to Zoning Ordinance for nonconforming buildings or uses. (Chp.44, Sec.44-92)
- 5) Other restrictive ordinances causing hardship for property owner(s) use; for which a special use permit will not change or cause incompliance to the zoning district for which the property is specifically zoned as.

No request will be granted unless the general purpose and the intent are approved by the City's Planning & Zoning Commission. Any special use permit granted will only be applicable to the specific site, conditions, or purpose for which applies to the request, and will not modify or change any conditions applied to other noncompliance standards of the site or property, and in some cases are not transferrable.

Your request may take up to 45-days to schedule a Public Hearing, Issue Publication, and Submit Property Owners Notices before the City can consider your request at a regularly scheduled meeting.

Requestor should supply as much information necessary to prove facts and so proper review of application can be determined; such as available plat plans, site building plans, pictures and/or maps.

Property Address of Request: _____

Lot(s): _____ Block: _____ Subdivision: _____ Zoning: _____

Proposed Use of Property: _____

Owner Name (Requestor): _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

Email Address: _____ Fax: _____

MUST EXPLAIN how the strict compliance with the standards creates an undue hardship, or deprivation of owner's reasonable utilization of the property, or where unusual circumstances or characteristics affect the property that makes strict compliance impractical. *(Attach additional sheets if necessary.)*

I understand that my presence is required at the meeting scheduled for Planning & Zoning Commission/or/City Council to consider this application; and that the City Council may impose conditions, limitations and safeguards as deemed appropriate upon granting any variance or special use permit. Violation of any condition, limitation or safeguard shall constitute a violation of such ordinance.

Signature of Requestor: _____

Date Submitted: _____

Receipt No. _____

FOR CITY OF NATALIA OFFICE USE

Application Received by Name/Title: _____ Date: _____

Date City Official visited the site: _____ (attach findings report) ☐ **FORWARD TO P&Z FOR REVIEW**

PLANNING & ZONING COMMISSION:

Review/Hearing - Date: _____ Time: _____

- (1) The Planning and Zoning Commission shall, within a reasonable time upon receipt of such request, but not later than forty-five (45) days, hold a public hearing and provide public hearing notice by publication, written notice to all property owners within 200 feet of the property involved and to parties of interest.
- (2) At least 15 days' notice of the public hearing shall be given by publication in a newspaper of general circulation in the city, stating the time and place of such hearing, the lot description of the land, and the purpose of such public hearing. The City shall mail notices of such hearings to all property owners appearing on the current tax roll, within 200 feet of any point of the land requesting the specific use or variance. Such notices shall be postmarked at least ten (10) days prior to such public hearings.
- (3) After such hearing, the Planning and Zoning Commission shall meet in regular or special session to consider specific use application.
- (4) If the Planning and Zoning Commission agree that the site plan meets all applicable review criterion as set forth, and taking into consideration public opinion, it shall approve the site plan and shall authorize the issuance of the specific use permit.
- (5) The Planning and Zoning Commission shall note its actions, conditions, recommendations, or reasons for disapproval, if any, and shall provide one (1) copy of such list within five (5) days from date of action to the Requestor, and to the City Administrator. The Planning and Zoning Commission shall retain a copy of such noted actions, conditions, recommendations, or reasons for disapproval, if any, in their files.
- (6) The City Administrator shall retain records provided by the Planning and Zoning Commission; and place any deliberation requiring city council review and consideration for the next regular or special city council meeting.

☐ **PERMIT GRANTED**

☐ **PERMIT DENIED**

Authorized Signature: _____

Date Signed: _____

P&Z Commissioner Chair/Vice-Chair

If application is denied, P&Z Commission shall notify applicant within five (5) days in writing of the disapproval and reason thereof, and provide notice of their rights to appeal the decision to the City Council.

Applicant may submit a written request for an appeal, along with a \$100.00 nonrefundable Appeals Fee, to the City Administrator within ten (10) days from the date of the denial letter issued by the Planning & Zoning Commission.

The City Administrator will place the appeal on the next regular City Council meeting agenda so long as the written appeal is received prior to posting requirements.