



Conditional Use Permit Application

Code of Ordinances Appendix B, Section 11.3.4

Prior to submitting this application please schedule a pre-development meeting with the Planning Staff.

Pre-Development Meeting Date: _____

Application Date: _____

Contact Information

Property Owner Name		Applicant Name*	
Property Owner Mailing Address		Applicant Mailing Address	
Property Owner Phone Number(s)		Applicant Phone Number(s)	
Property Owner Email		Applicant Email	

Surveyor/Engineer/Contractor	
Mailing Address	
Phone Number(s)	
Email	

Property Information:

Lots: _____ Block: _____ Subdivision: _____

Zoning District: _____

Current Use: _____

Description of Request:

Proposed Use: _____ Business Name (If Applicable) _____

The applicant will submit the following with this application:

- A. All required documents listed on the Checklist
 - B. Application Fee:

Base:	\$485.00
GIS:	\$15.00
Total:	<u>\$500.00</u>
- (All checks payable to City of Marble Falls)

Office Use Only
Staff Initials _____
Date Received _____

All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Applicant's Signature Date

***If the owner is not the applicant, the owner statement must be submitted along with this application. If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.**



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Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS CONDITIONAL USE PERMIT APPLICATION.

Owner's Signature (notarized)

Date

**STATE OF TEXAS:
COUNTY OF BURNET:**

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On

	Checklist Items	City Staff Initials
	Pre-development meeting with staff	
	Completed Application	
	Owner Authorization if owner is not applicant	
	Application filing fee	
	Tax Certificate or Warranty Deed showing ownership	
	Plat or Survey , sealed by a licensed surveyor (survey required if the property is unplatted): <ul style="list-style-type: none"> • One (1) digital copy 	
	Statement: A statement describing the nature and operating characteristics of the proposed use, including any data pertinent to the findings required for approval of the application.	
	Plans. One (1) digital copy of all materials listed below to fulfill the Plan Review Requirements, prepared by a qualified individual, civil engineer, land planner, architect, or surveyor: <ul style="list-style-type: none"> • Site plans, • Preliminary building elevations, • Preliminary improvement plans, and • Additional maps and drawings, <p>All of the above sufficiently dimensioned as required to illustrate the following:</p> <ul style="list-style-type: none"> • The date, scale, north arrow, title, owner name, and name of person preparing the site plan • The location and dimensions of boundary lines, easements, and required yards and setbacks • Location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site and the approximate location of existing buildings on abutting sites within fifty (50) feet • The location of watercourses and drainage features • The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum parking requirements • The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current uses of nearby parcels, and any proposed off-site improvements 	

All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.

Additional information other than what is listed on this checklist may be required for the evaluation of the request. The planning staff will notify you if any other information is required once a preliminary review has been completed.

The applicant/owner must attend the Planning & Zoning and City Council Meetings. The applicant/owner will be notified of the meeting date once the completeness review is done and the application is deemed complete.