



SPECIFIC USE PERMIT APPLICATION

City of Forest Hill, 3219 California Pkwy, Forest Hill, TX 76119
Phone: (817) 806-4561 Fax: (817) 984-8254

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: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ ALTERNATE PHONE: _____

FAX: _____ EMAIL: _____

*AUTHORIZED REPRESENTATIVE: _____

*Requires submittal of separate Authorized Representative form with application

REPRESENTATIVE'S ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ ALTERNATE PHONE: _____

FAX: _____ EMAIL: _____

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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 Pre-Submittals or Re-Submittals, please submit **10 copies of all items**, unless otherwise noted. For Formal Submittals, please submit **25 copies of all items**, unless otherwise noted. Blue or black line prints should be 24" by 36" and folded 12" by 9". One 11" by 17" reduction of each plan is required with all submittals.

- | Staff | Appl | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Specific Use Permit application |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's certification and disclosure letter |
| <input type="checkbox"/> | <input type="checkbox"/> | A notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be presenting the request. |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-refundable application fee of \$300.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | Documents required checklist, completed and signed by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | Technical requirements check list, completed and signed by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Original tax certificate(s) from the Tarrant County Tax Collector's Office (each costs \$10, payable at the tax office) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10 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) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 firelanes
- 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.