FOR OFFICE USE ONLY	
CASE NO.:_____	FILING FEE RECEIPT NO.:_____
SUBMITTAL DATE:_____	INITIAL:_____

SPECIFIC USE PERMIT APPLICATION FOR A CARPORT

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

- ☐ Zoning Application Fee of $325.00 + $10.00 per acre if more than one
- ☐ Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- ☐ Metes and bounds description and/or Legal description
- ☐ One folded copy and one digital copy of the Planned Development Site Plan.

Subdivision Name/Proposed Subdivision Name: _____ **Unit#** _____

I request the rezoning of Lot(s) _____ Block(s) _____of_____ Addition,

in Section _____, Block _____, _____ Survey, _____ County, Texas

to change from _____ Zoning District to _____ Zoning District.

Tax I.D. No.: _____ Total Acreage: _____

Land Use: (Existing) _____ (Proposed) _____

Property Owner(s):_____

Firm Name (if applicable): _____

Address: _____

Telephone: (____)_____ Email: _____

Owner's Surveyor (If applicable)

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Telephone: (____)_____ Email:_____

Secondary Contact Name: _____

Telephone: (____)_____ Email:_____

CERTIFICATION

I hereby certify that the above information and any attached documents are true and correct to the best of my knowledge.

Owner's Printed Name: _____

Owner's Signature: _____ Date: _____

If applicable:

Surveyor's Printed Name: _____

Surveyor's Signature: _____ Date: _____

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MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (ONLY CHECK ONE)

☐ **Owner** (Main contact person responsible for application)

Representing this request as an owner of the subject property. As the Owner, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

_____	_____	_____
Owner(s) Name(s) Printed	Signature of Owner(s)	Date

☐ **Owner's Agent** (Main contact person responsible for application)

In lieu of representing this request as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

_____	_____	_____
Agent's Name Printed	Signature of Agent	Date

SIGNATURE BELOW IS ONLY REQUIRED BY OWNER WHEN USING AGENT

Before me, the undersigned authority, on this day personally appeared_____ (Owner(s) Name) known to me to be the persons whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

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

Typical Zoning Process:

Notice of Public Hearing of this application will be published in the newspaper and otherwise distributed as required by law. The applicant or his representative should be present at all hearings to answer any questions concerning the application.

Following consideration by the Planning & Zoning Commission, one of the following actions will be taken:

- Deny proposed Zoning
- Continue the public hearing pending further study
- Approve and recommend to the City Council

If approval is recommended, two public hearings will be held before the City Council, with the first public hearing normally held 8 days after the Planning & Zoning Commission hearings.

The following information shall be shown on each site development plan submitted to the Planning Department. One electronic copy and one hard copy of the site development plan shall be submitted initially with the application. The preferred sheet size of any site plan is to be no larger than three feet by two feet (3' x 2') with a minimum scale of 1 inch equals 40 feet (1" = 40').

The general information and notes listed below shall normally be shown on the site development plan (additional information and notes may be required for certain developments) prior to its acceptance for rezoning consideration by the Planning Department.

General information or data requirements to be shown directly on site plan:

- ☐ Name of development
- ☐ Legal description of property (Lot, Block, Addition, Survey, and County)
- ☐ North arrow, scale
- ☐ Purpose of development
- ☐ Number of employees
- ☐ Hours and Days of operation
- ☐ Name, address, and telephone number of developer, landowner, and developer's agent
- ☐ Name, address, and telephone number of drafting service
- ☐ Vicinity map showing location of property

Specific data requirements to be shown directly on site plan:

- ☐ Present zoning classification on property
- ☐ Requested zoning classification
- ☐ Total area of property in acres and square feet
- ☐ Percent of maximum lot coverage
- ☐ Percent of on-site landscaping and a landscaping schedule to identify location, type, and size of all landscaping material
- ☐ Location of all existing or proposed structures (building footprints or envelopes)
- ☐ Proposed use of each structure and square footage for each
- ☐ Notation of maximum building height for each structure
- ☐ Delineation of dimensioned building line setbacks
- ☐ Delineation of off-street parking area(s), showing all parking
- ☐ Delineation of all ingress-egress to property
- ☐ Delineation of all public and private streets in and around property and location of sidewalks
- ☐ Location of any public utility easements, utility lines, and fire lanes within property boundaries
- ☐ Delineation of all fencing, screening walls, including height, materials, etc.
- ☐ Dimensioning for all critical elements of site plan
- ☐ Location, type, height, and illumination of all exterior signs (provide sign details)
- ☐ Location, type, and height of all exterior lighting (provide lighting detail)
- ☐ Location and type-of refuse collection (public or private)
- ☐ Any other site plan information required by the Planning and Zoning Commission and City Council

Architectural requirements for Planned Developments:

- ☐ Architectural drawings showing front, side and rear of all building elevations and exterior building materials, colors, etc., shall be required to be submitted with the site plan.

☐ **Specific notes to be shown directly on site plan:**

A. All parking and driveways shall conform to the requirements of Section 9 of the Development Policy Manual of the City of Amarillo unless noted otherwise.

B. All exterior lighting shall be directed onto the property in such a manner to minimize or eliminate glare across adjacent property lines.

C. No signs shall be operated on the property that use or have attached any flashing, pulsating, or rotating lighting source or reflector. No portable signs will be allowed.

D. Any additional bulk or area requirement not specifically noted on this site plan shall comply with the zoning district in which the property was located prior to this amendment.

E. Any and all utility relocations or adjustments required for this development shall be the responsibility of the developer(s).

F. All fencing, screening, landscaping, driveways, and parking areas shall be maintained in good condition at all times by owners. All landscaping to be installed prior to receiving a certificate of occupancy, or within six months of occupying structure if bad weather exists. All landscape material, trees, grass, shrubs, etc., shall be installed on the site in the same manner as depicted on this site plan and all landscaped areas shall be served with a sprinkler system.

G. The approval of this development by the City of Amarillo in no way shall alter or abrogate requirements of the International Building Code as adopted and amended by the City of Amarillo.

H. Any use, other than that allowed under the previous zoning classification or that which is specified by this site plan, will require a zoning amendment. If a use other than what is shown on the site plan is proposed and is allowed under the previous zoning district (*insert previous zoning district*), development standards shall comply with the City of Amarillo Zoning Ordinance for (*insert previous zoning district*) development.

I. The City of Amarillo or its franchised utility shall not be required to replace any obstructions, paving, or plantings that must be removed during the course of maintenance, construction, or reconstruction within any public utility or drainage easement.

J. All exterior mechanical equipment shall be located and/or screened in such a manner as to eliminate or minimize noise and visual impact to adjacent properties.

K. All surface storm water collected on this site shall drain directly to adjacent public right-of-way or by other means if approved by the City Engineer.

L. The developer shall comply with all ADA requirements where required.

"I acknowledge and agree to all standards of development as listed on this site plan."

_____ _____

Name of Developer Date