

Application Fee: \$250.00
Date Paid: _____
Permit #: _____



City of El Campo
*Inspections &
Planning Department*
315 E. Jackson St.
El Campo, TX 77437
cityofelcampo.org

SPECIAL USE PERMIT APPLICATION

DATE _____

SPECIAL USE PERMIT DEFINED: A special use permit authorizes land uses that are allowed and encouraged by the ordinance and declared harmonious with the applicable zoning district. Refer to [Chapter 10 Unified Development Code](#) for further information.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. If the application is incomplete or inaccurate, your project will be delayed until corrections and/or additions are received. Please submit complete application in person to the Permit Clerk or City Planner at City Hall (315 E. Jackson St., El Campo, TX 77437) or by email to City Planner, Krystal Hasselmeier at KHasselmeier@cityofelcampo.org.

Applicant

Name: _____ Complete Mailing Address: _____
Phone: _____ Email: _____

Property Owner- *Check if same as Applicant*

Name: _____ Complete Mailing Address: _____
Phone: _____ Email: _____

Name/Type of Business: _____

Description of Proposed Project: _____

Physical Location of Property: _____

Legal Description:

WCAD Tax ID #: _____ Abstract #/Subdivision: _____ Block: _____ Lot/Tract: _____

Current Use of Property: _____ **Current Zone:** _____

Special Use Requested: _____

This is to certify that the information on this form is complete, true, and correct and the undersigned is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Applicant Name

Applicant Signature

Date

Owner Name

Owner Signature

Date



SUBMITTAL REQUIREMENTS

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

A complete application must include:

- **Application Fee: \$250.00**
- **Proof of ownership (or permission in writing from property owner to seek SUP)**
- **Site Plan**
- **Other necessary information (maps, drawings, pictures, etc.) to further explain the requested use**

The City Council, upon recommendation of the Planning and Zoning commission, may by ordinance grant a special use permit (SUP) and may impose appropriate conditions and safeguards, including a specified period of time for the permit, to protect the comprehensive plan and to conserve and protect property and property values in the neighborhood. The

City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

PROCESS

City Staff will present request to the Planning and Zoning (P&Z) Commission at the next meeting following the 15-day public posting period, to make a recommendation to Council on determination for the request. It is always in the best interest of the applicant to be present for the meeting to answer any specific questions the commissioners might have. The meeting will include a public hearing on the request, which allows anyone to voice support or protest the request. Once the public hearing is complete, the P&Z Commission can choose to table the discussion (if they need additional information, etc.), or choose to vote for or against recommending the request, with or without conditions. If approved, a report and ordinance amending the zoning ordinance will be placed on the City Council agenda for consideration. If approved, the amending ordinance will become part of the record.

SPECIAL USE INFORMATION

- 1) Special use permits are intended to allow for certain uses that are not permitted in a particular zoning district by right, but which may be permitted under certain circumstances and application of certain conditions. Such special uses shall be permitted through the issuance of a Special Use Permit (SUP).
- 2) The special use is granted only at the location SUP is assigned to and is limited to that which is specifically described in the special use permit application, as amended and approved by the Planning and Zoning Commission and the City Council.
- 3) The permit must be started within six months of the date approved by City Council or the permit becomes null and void and the applicant must reapply for the special use, thereby starting the process over in its entirety, including cost. If a Special Use Permit is abandoned for more than a year, the permit becomes null and void and the property shall revert to the original zoning designation.
- 4) Every special use permit granted under the provisions of this article shall be considered as an amendment to the zoning ordinance and zoning map as applicable to such property and shall be adopted as a separate ordinance. In granting such permit, the city council may impose such conditions as may be necessary to promote and protect the public health, safety, order, morals, convenience, prosperity and general welfare. Said conditions shall be complied with by the grantee before a certificate of occupancy may be issued.

- 5) Any changes to a special use shall be treated as an amendment to the special use permit and shall be subject to the same application and review process as a new application.
- 6) The building official or designee shall have the right to periodically examine the operation of the specific use to determine compliance with the requirements and any conditions. If the building official or designee determines that the requirements and conditions are being violated, a written notice shall be issued to the owner and tenant/renter of the property outlining the nature of the violation and giving the owner and tenant/renter of the property a maximum of 30 days to come into compliance. If after 30 days the violations continue to exist, then the building official or designee shall forward a report to the city council through the planning and zoning commission which may recommend that action be taken to remove the special use permit from the property and refusal to issue or revoke the certificate of occupancy. Any violations are also subject to criminal and civil penalties.

SPECIAL USE CRITERIA

In considering any application for Special Use Permits (SUPs), the planning and zoning commission and city council may give consideration to the criteria in this section, to the extent pertinent to the application. In addition, other factors may be considered which may be relevant to the application.

- 1) Conformance of the proposed zoning and use with the El Campo Comprehensive Plan and other city policies.
- 2) The character of the neighborhood.
- 3) The zoning and use of nearby properties, and the extent to which the proposed zoning and use would be compatible.
- 4) The suitability of the property for the uses permitted by right in the proposed zoning district.
- 5) The extent to which approval of the application would detrimentally affect nearby properties.
- 6) The extent to which the proposed use would adversely affect the capacity or safety of that portion of the street network or present parking problems in the vicinity of the property.
- 7) The extent to which approval of the application would harm the value of nearby properties.
- 8) The gain to the public health, safety, and welfare due to denial of the application as compared to the hardship imposed upon the landowner as a result of denial of the application.
- 9) There are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

In addition to complying with all provisions within this section, all land uses that qualify as recreational vehicle parks, junkyards and salvage yards, food truck park, or sexually oriented businesses must fully comply with Article 10. 15 `Recreational vehicle parks', Article 10. 16 Junkyards and salvage yards', Article 10. 18 ' Food truck park', or Article 4. 07 `Sexually oriented businesses', of the city's Code of Ordinances.

The city council may require additional conditions above the standards listed in section 10. 04. 002, to reasonably mitigate any adverse impacts upon surrounding properties in the zoning district of the property for which the special use is requested.