

The Planning & Zoning Commission meets the 1<sup>st</sup> Monday of each month at 5:30 pm. Deadline to submit an application is 20 days prior to meeting.

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## APPLICATION FOR CONDITIONAL USE PERMIT

CODE: 11.3409 Fee: \$400 (non-refundable)

Business Status?	□New □Renewal	☐Change of Name or	Ownershin		
		C	1		
		MUST BE FILLED ESS APPLICATON F			
	or to TABC application		Order. This application		
Owner's Name:	Phone:	Email	:		
Operator's Name:	Phone:				
	(If different from own	ner)			
Name of Business:		Phone:			
Address of Business:					
Subdivision:		Block:	Lot(s):		
Property Zoning:					
Is there an existing bu	ilding or sign:				
Number of Parking Sp	paces: Current and	d Proposed Use:			
Purpose of proposed use:					
□Dance Hall	☐Home Occupation	□Tavern/Bar	□Sale of Alcohol		
□Billiard/Pool Hall	□Restaurant	□Beauty Shop	☐Bowling Alley		
□Day Care*	□Print Shop*	□Bookkeeping*	□Skating Rink		
□Food Truck/Court	:□Flea Market	□Cell Tower	□ВУОВ		
□Other:					

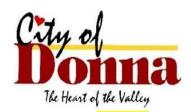


Alcoholic Beverages Consumed:	On Prem	nise	Off Premise		_N/A
If alcohol sold, what type of license is b	oeing sough	t from TA	BC?		
Business days:					
Weekday Hours: From:	am/pm	To:		_am/pm	ı
Weekend Hours: From:	am/pm	To:		_am/pm	ì

All of the following information must be submitted and complete prior to acceptance of application fee.

- A. Proof of ownership, such as deed, and or lease of legal operator.
- **B.** TABC Application (if requesting sale of alcohol)
- C. Site plan shall contain drawings of the following to scale.\*
  - 1. The location of all the structures on the subject property and adjoining property.
  - 2. Landscaping and/or fencing of the yard and setback areas and the use of landscaping and/or walls or fences for screening purpose.
  - 3. Design of egress to minimize interference with traffic flow on abutting streets.
  - 4. Offset street parking on loading facilities.
  - 5. Proposed uses, and location and type of all signs including lighting and heights.
- D. Floor Plan shall contain drawings of the following scale.\*
  - 1. Room dimensions and usage.
  - 2. Exits and Openings.
  - 3. Exits and Signage.
  - 4. Fire extinguishers location.

\*Site plan and floor plan must be submitted in 8 1/2"X11" or 11"X17", legible, and approved by the City's Planning Director.



## E. A non-refundable filing fee of \$400.00 must be paid at the time the application is filed. (Make checks payable to the City of Donna).

of Donna Planning Department and City fees collected is used for and I am fully & Zoning Commission and the City O Ordinance No. 435 requires a 15 day	application is contingent on approval by the City y of Donna City Council. I understand what the aware when the public hearings for the Planning Council are going to be. I understand that the minimum separation from the date of notice date of the public hearing with the Planning &
Applicant's Signature	Date
Authorized Agent's Signature	Date
Filing fee of \$ 400.00 paid on  Date owner/ applicant was notified of <b>Pla</b> Application set for Hearing before the <b>Pla</b> day of	nning & Zoning meeting:  nning and Zoning Commission on the
Date owner/ applicant were notified of Ci Application set for Hearing before the Cit day of	
Publication Date for PZ:  Publication Date for CC:	
	nailed notification:



PZ Approval: Yes	No	Date of PZ Approval/ Disapproval		
CC Approval: Yes	No	Date of CC Approval/ Disapproval		
If tabled, please state the reason(s):				

## **CONDITIONS FOR A CONDITIONAL USE PERMIT**

A "Conditional Use" is an activity that may be suitable only in certain locations in the zoning district at a particulate time or likewise may be inappropriate in a zoning district due to conditions then existing. In general, uses declared to be conditional are recreational uses operated as a commercial enterprise and requiring payment of money or a thing of value by the customer to the owner or operator as a condition to partaking in the recreational activity offered.

- 1. Planning & Zoning Commission meetings take place every first Monday of every month; application must be submitted at least thirty (30) days prior to the meeting so as to be placed on the next available agenda.
- 2. Once the application is submitted in completed form, the Planning Department is required to notify by mail all property owners within a 200 foot radius of the affected proposed conditional use and advertise in a newspaper fifteen (15) days prior to the public hearing to be held by both the Planning & Zoning and City Commissioners on the Conditional Use Permit requested.
- 3. After the Planning & Zoning Commission meeting, the request will be placed on the next available City Commission agenda for final consideration (When applicable).
- 4. Only after the final approval from the Planning & Zoning Commission and City Commission (When applicable) has been granted may the activity proposed on the property begin operation after all appropriate permits have been issued.
- 5. A Conditional Use Permit which has not been used within six months after the date granted is automatically cancelled.

Should you have any questions, please contact the Planning Department @ (956) 464-6917.