



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

The City Commission meets the 1st Tuesday of each month at 5:30 pm.

APPLICATION FOR CONDITIONAL USE PERMIT

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

Business Status? ☐New ☐Renewal ☐Change of Name or Ownership

INSTRUCTIONS: ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY WITH ALL REQUIREMENTS TO PROCESS APPLICATION FORM. This application must be filled out prior to TABC application being certified.

Owner's Name: _____ Phone: _____ Email: _____

Address: _____

Operator's Name: _____ Phone: _____

(If different from owner)

Name of Business: _____ Phone: _____

Address of Business: _____

Subdivision: _____ Block: _____ Lot(s): _____

Property Zoning: _____

Is there an existing building or sign: _____

Number of Parking Spaces: _____ Current and 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 ☐BYOB

☐Other: _____



Alcoholic Beverages Consumed: _____ On Premise _____ Off Premise _____ N/A

If alcohol sold, what type of license is being sought from TABC? _____

Business days: _____

Weekday Hours: From: _____ am/pm To: _____ am/pm

Weekend Hours: From: _____ am/pm To: _____ am/pm

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).

I acknowledge that the granting of this application is contingent on approval by the City of Donna Planning Department and City of Donna City Council. I understand what the fees collected is used for and I am fully aware when the public hearings for the Planning & Zoning Commission and the City Council are going to be. I understand that the Ordinance No. 435 requires a 15 day minimum separation from the date of notice publication in the newspaper and the date of the public hearing with the Planning & Zoning Commission.

Applicant's Signature

Date

Authorized Agent's Signature

Date

FOR OFFICE USE ONLY:

Filing fee of \$ 400.00 paid on _____.

Date owner/ applicant was notified of **Planning & Zoning** meeting: _____.

Application set for Hearing before the **Planning and Zoning Commission** on the _____ day of _____, 20____.

Date owner/ applicant were notified of **City Council** meeting: _____.

Application set for Hearing before the **City Council** on the _____ day of _____, 20____.

Publication Date for PZ: _____ Name of Newspaper: _____

Publication Date for CC: _____

Date surrounding property owners were mailed notification: _____

Stipulations or comments:



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.