



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

The City Commission meets every 1<sup>st</sup> Tuesday of each month at 5:30 pm.

## APPLICATION FOR CONDITIONAL USE PERMIT

INSTRUCTIONS: ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY WITH ALL REQUIREMENTS TO PROCESS APPLICATION FORM.

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Operator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(If different from owner)

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

### Purpose of proposed use:

Dance Hall      Home Occupation   Tavern      Sale of Alcohol

Billiard/Pool Hall   Restaurant      Beauty Shop      Bowling Alley

Day Care\*      Print Shop\*      Bookkeeping\*      Skating Rink

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



**• In Residential Districts Only**

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. 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.**

**C. 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.**

**D. A non-refundable filing fee of \$225.00 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



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**FOR OFFICE USE ONLY:**

Filing fee of \$ 225.00 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



1. Application must be completed in full with applicant's signature.
2. The application shall contain the following information:
  - a. The name of the proposed use.
  - b. The location of the proposed use.
  - c. The purpose of the proposed use.
  - d. The owners and operators of the proposed use.
  - e. Whether or not alcoholic beverages will be consumed on the premises.
  - f. The hours of operation of the proposed use.
  - g. The site plan shall contain drawings to scale to indicate:
    - Room dimensions and usage.
    - Exits and Openings.
    - Exits and Signage.
    - Fire extinguishers location.
3. A site plan of the proposed use must be submitted as part of the application.
4. A two-hundred twenty five dollar (\$225.00) application fee must also be submitted along with application.
5. 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.
6. Once the application is submitted in completed form, the Planning Department is required by State Law to notify by mail all property owners within the 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.
7. After the Planning & Zoning Commission meeting, the request will be placed on the next available City Commission agenda for final consideration (When applicable).
8. 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.
9. 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.



## **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.

In extension and not in limitation of the above definition of a conditional uses, the following uses are hereby declared to be conditional.

1. Taverns
2. Billiard or Pool Halls
3. Dance Halls
4. Skating Rinks
5. Bowling Alleys
6. Any other uses of a recreational nature as defined above.
7. Mental, Drug, or Alcohol Group Therapy Centers
8. Any and all businesses holding Mixed Beverages Alcohol permits
9. Any and all businesses that hold an on-premise or off-premise license or permit from the Texas Alcoholic Beverages Commission.
10. Day Care Centers located in residential districts.