



CITY OF FULSHEAR

BUILDING SERVICES

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How to Request a Special Use Permit

Special Use Permits take at a **minimum 90 days** to obtain and must obtain both the Planning Commission and the City Council Approval. Below are the steps needed to take in order to process the permit. Submission of all the paperwork and fees must be turned in to the Building Official at least **30 days** prior to the next Planning Commission Meeting. The Planning Commission meets on the 1st Friday of every month. We strongly advise that a pre meeting at the location for the special use permit takes place with the Building Official in order to go over all the requirements for the Change of Use. You may contact the Building Official and set up an Appointment at any time before or after submission of the Special Use Permit.

Requirements needed in order to submit a Special Use Permit:

1. Ownership Affidavit: A statement of ownership and control of the property and a statement describing the nature of the intended use. A statement indicating how the proposed development complies with the City's adopted comprehensive plan.
2. Vicinity Map: A general location map indicating the approximate location of the property.
3. Context Map: 20 full size, 24 x 36 inch copies of the context map. The context map should include; the existing features within 200 ft of the property, all buildings on the property, ingress and egress points, landscaping, pedestrian paths and property names.
4. Survey: a survey prepared and stamped by a state registered land surveyor listing the metes and bounds, legal description and the gross acreage within the subject parcel.
5. Site Plan: 20 full size, 24 x 36 inch copies of the site plan detailing the current conditions and proposed conditions of the property including the Lighting plan, Landscaping plan, Grading and drainage plan, Signage plan, Parking plan and Elevation plan as detailed in the ordinance. The City Officials may deem

- necessary for the plans to be stamped by Professional Engineer, Architect or Land Planner.
6. Traffic Impact Study: A traffic impact study must be submitted unless waived by the City Officials, completed by a certified traffic engineer as outlined in the ordinance.
 7. Stamped and addressed business size envelopes (which do not include return addresses) to all owners of the property located within 300 feet of the boundary of the proposed conditional use, as listed in the current county records.
 8. Application fee must be submitted for processing of the Special Use Permit
 - \$150.00 for Residential Use
 - \$500.00 for Commercial Use

Please provide a narrative explaining the reasoning and justification for the Special Use. The narrative should focus on the existing uses and zoning classification of the property and the general area surrounding the parcel. Discussion of the request and its general suitability to the current zoning designation and the future development vision of the area should also be addressed. Please be prepared to discuss these and other related concepts at the public hearing.

