

PROCEDURE- REQUEST FOR SPECIFIC USE PERMIT TO THE PLANNING AND ZONING COMMISSION AND THE CITY COUNCIL OF CITY OF WESTWORTH VILLAGE, TEXAS

1. A pre-filing interview may be held if requested by the applicant or if deemed necessary by the City.
2. The application must be signed by the property owner. If the applicant is not the owner, a notarized document showing authority to request the variance must accompany the application.
3. The following must also accompany the application packet:
  - A. \$425.00 application fee (the fees for legal postage and publication will be due at time of notification by the City).
  - B. A site plan of the lot showing all property lines as well as a depiction of the requested Specific Use.
4. Application fee and necessary documents in completed form must be submitted to the Permits Department. If any of the supporting documents are larger than 17 x 11 inches. An electronic copy must be submitted. This copy may be provided on CD or through email as an attachment.
5. After the above items have been completed, the Specific Use request will begin the following process:
  - A. The applicant and property owners within 200 feet of the property where the variance is requested will be notified of a Public Hearing to be held by the Board of Adjustment by notice deposited in the U.S. mail. Said notices shall be mailed out at least 10 days prior to the Public Hearing. The applicant will be charged a fee of actual postage and \$0.55 per legal notice to property owners and due upon notification by the City.
  - B. Notice shall also be published in the official local newspaper before the fifteenth (15th) calendar day prior to the public hearing and the actual cost of publication are due upon notification by the City.
  - C. The applicant or representative must be present at the Board of Adjustment Public Hearing. Failure to attend the Public Hearing will cause the Board to deny the item without prejudice to re-filing. The letter referenced in ?A. above will service as notification of any hearing.
  - D. Persons who are in favor or who oppose the request are allowed to appear before the Board in order to present their views.
6. Any additional information such as renderings, elevations, models, or other supporting documents that you wish to submit may be introduced at the meeting.

According to state law, no variance can be granted without the concurring vote of at least 75% of the members of the Board.

APPEALS TO A DECISION RENDERED BY THE BOARD OF ADJUSTMENT

The only appeal to a decision rendered by the Board of Adjustment is to State District Court. The appeal must be filed with the district court within ten (10) days of the Board's decision. State law prohibits the City Council from hearing an appeal.

PROJECT # \_\_\_\_\_

REQUEST FOR SPECIFIC USE PERMIT  
City of Westworth Village, Texas

I / We respectfully request A Specific Use Permit from Westworth Village.

The following is submitted in support of this proposal.

Requestor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Date: \_\_\_\_\_

NATURE OF REQUEST:

The purpose of this proposal is to allow a Specific Use Permit:

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

PROPERTY DESCRIPTION:

Layman's identification (address/other): \_\_\_\_\_

Legal Description according to the County Deed Records:  
Vol: \_\_\_\_\_ Page: \_\_\_\_\_

It is shown as:

Tract \_\_\_\_\_ of the \_\_\_\_\_ survey, Tarrant County Tax Record

A metes and bounds description and a sketch map locating property are attached. ( )

Total land area contained herein: \_\_\_\_\_  
(Acres/Sq.Ft.)

PROPERTY DEVELOPMENT INFORMATION:

Present use: Residential:  
SF-A \_\_\_\_\_ SF-B \_\_\_\_\_ SF-C \_\_\_\_\_  
MF \_\_\_\_\_ MH \_\_\_\_\_ P-D \_\_\_\_\_  
Non-Residential:  
O \_\_\_\_\_ C \_\_\_\_\_ LI \_\_\_\_\_

Proposed use: Residential:  
SF-A \_\_\_\_\_ SF-B \_\_\_\_\_ SF-C \_\_\_\_\_  
MF \_\_\_\_\_ MH \_\_\_\_\_ P-D \_\_\_\_\_  
Non-Residential:  
O \_\_\_\_\_ C \_\_\_\_\_ LI \_\_\_\_\_

Status of development plans:

Concept \_\_\_\_\_ Site plan \_\_\_\_\_ Building plan \_\_\_\_\_

Developer will be:

(NAME) \_\_\_\_\_  
(FIRM) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(CITY/STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_  
(PHONE) \_\_\_\_\_

REASONS FOR SUPPORTING PROPOSAL:

Approval of proposed specific use is requested because conditions have changed substantially

(Please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed specific use would promote orderly civic development:

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

ACKNOWLEDGMENT;

I certify that the above information is correct and complete to the best of my knowledge and ability and that

I am fully prepared to present the above proposal at the Zoning Hearing.

I understand that in the event the undersigned is not present at the Public Hearing the City Council shall have the power to dismiss this proposal and such dismissal shall constitute denial.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request

filed with the City Secretary, Such withdrawal shall immediately stop all proceedings. Withdrawal filed at any time after the giving of notice of the Public Hearin shall constitute a denial by the City Council.

I understand the filing deeds not refundable upon withdrawal or denial of proposal.

SIGNATURES:

Requestor \_\_\_\_\_

Agent \_\_\_\_\_

FOR CITY USE ONLY

PROJECT # \_\_\_\_\_

Notice Mailing Date: \_\_\_\_\_

Fees Paid

P & Z Date: \_\_\_\_\_

Approved

Denied

C C Date: \_\_\_\_\_

Approved

Denied

CHECK # \_\_\_\_\_

RECEIPT# \_\_\_\_\_

DATE: \_\_\_\_\_