

**APPLICATION CHECKLIST**

- ☐ Completed Application      ☐ Copy of Property Warranty Deed      ☐ Owner Authorization Letter (if applicable)  
☐ Application Fee      ☐ Site Plan of Property w/ Details      ☐ Copy of Subdivision Plat or Metes & Bounds

(Applications will not be placed on agenda until all items are submitted and application is considered complete by staff)

**PROPERTY INFORMATION:**

Subject Property Address/Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property ID#: \_\_\_\_\_ Platted: ☐ Yes ☐ No (If not platted, a metes and bounds description is required)

(Property ID # can be found at [esearch.starrcad.org](http://esearch.starrcad.org))

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Existing Zoning District:

<input type="checkbox"/> AGO – Agricultural / Open Space	<input type="checkbox"/> SF – Suburban Residential	<input type="checkbox"/> MF – Multi-Family	<input type="checkbox"/> MH – Mobile Home Residential	<input type="checkbox"/> MDR – Mixed-Density Residential
<input type="checkbox"/> MU – Mixed Use	<input type="checkbox"/> C1 – Neighborhood Commercial	<input type="checkbox"/> C2 – General Commercial	<input type="checkbox"/> HTC - Historic Town Center	<input type="checkbox"/> OPR - Office/Professional/Retail
<input type="checkbox"/> PFI - Public Facilities / Institutional	<input type="checkbox"/> LI - Light Industrial	<input type="checkbox"/> HI – Heavy Industrial	(Zoning District can be found at: <a href="http://www.cityofroma.net/government-2/development-services">www.cityofroma.net/government-2/development-services</a> )	

Please state the reason(s) for requesting a Conditional Use Permit and why you feel the Planning & Zoning Commission should approve the request. Please include how the proposed use is compatible with surrounding properties, consistent with the zoning district, will not adversely affect public health, safety, or welfare: \_\_\_\_\_

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**OWNER INFORMATION:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT / AUTHORIZED AGENT INFORMATION:**

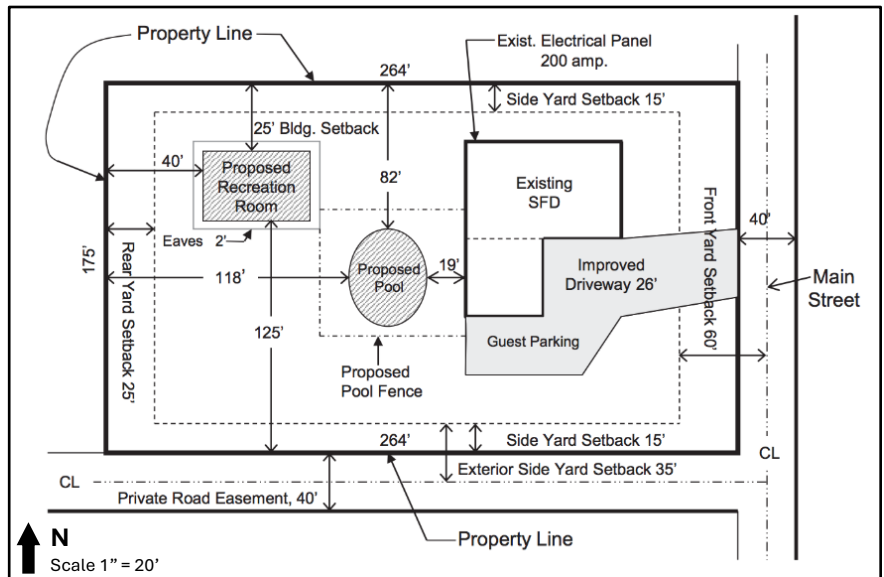
Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**(If you are applying on behalf of the owner, an Authorization Letter from the owner must accompany this application).**

**SITE PLAN REQUIREMENTS**

This application must be accompanied by a site plan, indicating existing improvements to the property and the proposed use of the property. The site plan shall contain the following items:

- The location of all structures on the subject property and on adjoining property
- Landscaping and/or fencing of yards and setback areas, and proposed changes
- Off-street parking and loading facilities
- Proposed uses
- Narrative – Proposed Use and Intent of Property



**This example is for illustration purposes only. Your site plan will differ.**

**ACKNOWLEDGEMENT:**

I hereby certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request. I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable); or I am authorized by the actual owner to submit this application and have attached written evidence of such authorization. ☐ Owner ☐ Authorized Agent

Applicant's Signature: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

<b>DATE RECEIVED: (OFFICE USE ONLY)</b>	<b>APPLICATION ID: (OFFICE USE ONLY)</b>	<b>APPLICATION FEE: (OFFICE USE ONLY)</b>
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**CONDITIONAL USE PERMIT PROCESS**

- Upon receipt of a complete application packet by the Development Services Department, the CUP Request will be scheduled for the next available Planning & Zoning Commission meeting date as a Public Hearing.
- The city will publish a Notice of Public Hearing in the Towncrier Newspaper 2 weeks before the Public Hearing. Additionally, the city will send notice of the public hearing to all property owners within 200 feet of the subject property where the CUP is being requested.
- The Planning and Zoning Commission Public Hearing will be held in the City Council Chamber at City Hall (201 W. Convent Avenue). At the meeting, the Planning and Zoning Commission conduct a public hearing and provide a recommendation to the City Council on the proposed CUP. If additional information is requested by the Commission, the public hearing may be continued to a future meeting date.
- The Commission is tasked to review the proposed CUP and offer a recommendation to the City Council for approval, approval with conditions, or denial.
- Following the Commission's public hearing, their recommendation on the proposed CUP is then forwarded to City Council for consideration.
- For the City Council public hearing, the city will also publish a notice of the public hearing in the Towncrier Newspaper and post notice at City Hall in conformance with legal requirements.
- The City Council public hearing will be held in the City Council Chamber at City Hall (201 W. Convent Avenue). At the meeting, the City Council will conduct a public hearing and render a decision on the proposed CUP. However, if additional information is requested by the City Council, the public hearing may be continued to a future meeting date.