



CITY OF
CASTLE HILLS

209 LEMONWOOD DRIVE • CASTLE HILLS, TEXAS 78213-2410 • (210) 342-2341 • FAX (210) 342-4525

*APPLICATION AND INFORMATION
PUBLIC HEARING FOR SPECIAL USE PERMIT*

With few exceptions, all new structures and change of use requests for existing structures, other than single family residences, in the City of Castle Hills require a ***Special Use Permit issued at the direction of the Castle Hills City Council after receiving a recommendation from the City Zoning Commission.*** Such Special Use Permit supplement and amend the City Zoning Code. The principal reason for the Special Use Permit is to protect the health, safety and welfare of Castle Hills citizens by ensuring that the “use” is compatible with the surrounding area, it conforms to the City Master Plan, it is the highest and best use of land, etc. In order to insure proper consideration of an application for a Special Use Permit by the Zoning Commission and the City Council, the Castle Hills Code provides in Section 31.1702 the following:

All applications shall be submitted with site plans drawn to scale showing:

- (1) the arrangement of the proposed uses;
- (2) off-street parking facilities to include dimensions, spaces, arrangement, landscaping, finish materials, and the requirements of Section 31.1006;
- (3) locations of all buildings, fences, signs, dumpsters, and improvements;
- (4) means of ingress and egress to public streets and adjacent properties;
- (5) visual screening;
- (6) the location of adjacent residences and other buildings;
- (7) the location and area of coverage of all outside lighting, including spill-over onto adjacent public and private properties;
- (8) modifications to existing drainage characteristics, existing and proposed surface water entry and discharge locations, and any detention or retention facilities;
- (9) uses to be permitted;
- (10) setbacks from lot lines; and
- (11) any other information requested by the City, the Zoning Commission, or the City Council.

All applications shall be submitted in an electronic form that is either compatible with the City's computer software or in Adobe Acrobat, in addition to the original hard copy.

The City Manager shall file the application and report on the application to the Zoning Commission, which shall conduct a public hearing and make a recommendation to the City Council.

The person or persons making such application shall have permission in writing, signed by the owner or owners of record of the property being considered for a Special Use Permit. Such written permission must accompany any such application for a Special Use Permit.

The application for a Special Use Permit shall be accompanied by a non-refundable filing fee of \$400.00.

The Zoning Commission meets the 1st Tuesday of every month upon request at 7:00 P.M. All requests will be submitted a minimum of 30 days prior to the date of the Commission's hearing for proper channeling. Notices of the public hearing shall be sent to owners of real property lying within 500 feet of the property on which the request is proposed.

The applicant or his representative must be present at the Hearing in order for the application to be considered.

The applicant shall post a City provided sign on the property in question advising the public of the application and of the Zoning Commission hearing date on the application. A sign must be visible from each street that borders the property and shall be posted within seven (7) days of the filing date of the application and be maintained until the day after the hearing. Sign location shall be subject to City approval.

The Zoning Commission shall make a written report of recommendations to the City Council. This report shall be signed by the Commission's Chairman and kept on file in the office of the City Manager.

The City Council meets regularly the 2nd Tuesday of every month at 6:00 P.M. You will also be required to appear at the City Council meeting for a final decision.

*REQUEST
FOR ZONING COMMISSION HEARING (SUP)*

Property Address

Legal Description

Applicant's Name

Address & Phone #

Property Owner

Address & Phone #

Proposed Use of Building or Property

Please provide your written request for the Hearing below.

SIGNATURE OF APPLICANT

DATE

Date of Hearing

Acceptance of application subject to review by City Staff

Payment & Application Received by _____ Date _____