



## CONDITIONAL USE APPLICATION INSTRUCTIONS

1. Application form must be completed in full with applicant's signature.
2. A warranty deed must accompany the application.
3. Statement must be attached to the application stating why the Conditional Use Permit is requested and the type of operation to be conducted on the property.
4. A site plan of the proposed use must be submitted as part of the application procedure.
5. A Two Hundred Fifty dollar (\$250.00) application fee must be submitted along with the application.
6. **Planning and Zoning Commission meetings take place every third Wednesday of month;** applications must be submitted at least thirty (30) days prior to the monthly meeting so as to be placed on the next available agenda.
7. The next step is conducted by the Planning Department. Once the application is submitted in completed form, the Planning Department is required by state law to notify by mail all property owners within 200' radius of the affected area fifteen (15) days prior to the public hearing to be held by the Planning and Zoning on the Conditional use permit request.
8. Should the Planning and Zoning Commission or the owners of 20% of the property within the 200' radius of the proposed conditional use request oppose the request, a 4/5<sup>th</sup> vote will be required by the City Commission to receive approval.
9. Appeal of the decision of the Planning and Zoning Commission shall be within ten (10) days to the City Commission. Only after the final approval from the City Commission has been granted that the activity proposed on the proposed may begin operation.

Should you have any questions on the above, please feel free to contact the Planning Department at the City of Alamo at (956) 787-0006.



Home Occupation

Single Family Residence

Bar / Nightclub

**CITY OF ALAMO**

**APPLICATION FOR CONDITIONAL USE PERMIT**

1. Presented By: \_\_\_\_\_

2. Name of Business: \_\_\_\_\_

3. Physical Address: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. Purpose: \_\_\_\_\_

6. Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_

7. Operator's Name: \_\_\_\_\_

8. Address: \_\_\_\_\_

City State Zip Code

10. Alcoholic Beverage Consumed: (        ) On Premises (        ) Off Premises

11. Hours of Operation: \_\_\_\_\_

12. Site Plan Submitted: Date: \_\_\_\_\_

13. Site Plan Shall Contain Drawings to Scale to Indicate:

\*Note: Attach three (3) copies of the site plan to the application.

The location of all structures on the subject property and adjoining property

- a) Landscaping and / or fencing of yards and setback areas and the use of landscaping
- b) Design of ingress and egress to minimize interference with traffic flow on abutting streets
- c) Off – street parking and loading facilities
- d) Height of all structures
- e) Proposed uses and the location and types of all signs including lighting and heights.

14. Building Official’s Recommendations: Date: \_\_\_\_\_

15. Fire Marshal’s Recommendations: Date: \_\_\_\_\_

16. Period of time for Conditional Use Permit:  
From: \_\_\_\_\_, 20\_\_\_\_\_ To: \_\_\_\_\_, 20\_\_\_\_\_

I have been explained the procedure for the **Conditional Use Permit** that it may or may not be approved. The \$250.00 is not refundable, even if the applicant withdraws the request. I understand all requirements stated above must be satisfied before this application will be processed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please Note:** The Planning and Zoning Commission meets in a regular session every third Wednesday of each month at 6:00 p.m. at the City Hall Conference Room. Applications and site plan must be submitted to the Planning Department at least 30 days prior to the meeting.

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**OFFICIAL USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee (\$250.00)

Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Money Order No. \_\_\_\_\_