

# SPECIFIC USE PERMIT APPLICATION PACKET



*Lancaster*

Development Services Department  
Planning Division

211 N. Henry Street - Lancaster, TX  
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972-227-7220 [www.lancaster-tx.com](http://www.lancaster-tx.com)

**City of Lancaster**  
**SPECIFIC USE PERMIT APPLICATION**  
[www.lancaster-tx.com](http://www.lancaster-tx.com)

**ACTION REQUESTED\* (CHECK ONE)**

Easement Abandonment	Site Plan Review	Voluntary Annexation
General Development Plan	Special Exception	Zoning Change
Right-of-way Abandonment	Specific Use Permit (SUP)	Other

\*Please complete a new application for each action you request.

\*\*If the action requested below is a residential replat, it requires special notification and public hearing as required by State Law

**Applicant/Owner Information**

Key Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact's Status (check one):    Owner    Representative    Tenant    Prospective Buyer

Owners Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Ownership Status (check one):    Individual    Trust    Partnership

Applicant Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

*Property owner must sign the application or submit a notarized letter of authorization.*

**Request Information**

Proposed Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Subdivision\*: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Existing Zoning/Land Use: \_\_\_\_\_ Requested Zoning/Land Use: \_\_\_\_\_

Requested Specific Use Permit: \_\_\_\_\_ Requested Planned Development District: \_\_\_\_\_

*\*A metes and bounds description must be attached if the request is for a portion of a platted lot or a non-platted tract.*

**Notary Statement (All signatures must be notarized)**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged  
to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public in and for the State of Texas. My Commission Expires: \_\_\_\_\_

**For Office Use Only**

Application Date:

Fee:

Case No.:

Planning and Zoning Hearing:

City Council Hearing:



## Planning Division

### **SPECIFIC USE PERMIT APPLICATION**

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The check lists herein are provided to expedite the project review process by providing a clear understanding as to what is expected for acceptance and approval. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Development Application and plans are complete in all detail as determined by City staff. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities, determination, quality control, and responsiveness of consultants and their contractors.

Please read each check list carefully. Plans are to be complete in all details for all projects prior to acknowledgement by the City that the respective plan is ready to proceed for approval. Instructions for completion are included with each checklist.

The City has made every effort to evaluate historical plans and approvals to make sure that the check lists addresses all details needed on a Plan. Recognizing that no two projects sites are the same, and that consultant's vary in their abilities, determination, experience, and quality control processes, the City may require that a plan or an element of the plan be redone, or that information not specifically addressed on the check list be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff conscientiously examines each item on a check list to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plans will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance. Please note the following:

#### **IMPORTANT NOTICE**

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter and the Lancaster Development Code. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Upon determination by the Director, who shall consider the complexity of the project, failure of a resubmittal to meet all requirements in the check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

## **SPECIFIC USE PERMIT SUBMISSION REQUIREMENTS**

### **Initial submittal**

- 5 - 24"x36" copies of each Plan herein
- 2 - 11 x 17 copies of the Site Plan and Landscape Plan
- 1 - 11"x17" color copy of façade/elevation plans
- An electronic copy of the Site Plan, Landscape Plan Tree Survey/Preservation Plan and Façade/Elevation Plan, as applicable, in jpg or pdf formats
- The completed check list for the respective Plan
- A completed application, including DCAD account numbers
- A letter requesting any exception or why an issue was not addressed
- A letter of intent
- A fee as required herein

### **When staff has determined the application as complete and ready for final approval**

- 2 - 24"x36" copies of each Plan
- An 11 x 17 copy of all Plans.
- An electronic copy of all Plans in jpg or pdf format



# Specific Use Permit Minimum Requirements

Project Name \_\_\_\_\_ Submission # \_\_\_\_\_

This check list is provided to assist you in addressing the minimum requirements for Site Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Planning and Zoning Division. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

## Included

- 1. Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances, lot lines, setback lines, and distance to the nearest cross street.
- 2. Location map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS.
- 3. A north arrow is provided pointing either to the top or left side of the sheet..
- 4. A written and bar scale is provided.
- 5. A title block is in the lower right corner that includes large, boldly printed “SITE PLAN”, subdivision name, acreage, lot number, block number or letter, city, county, and state.
- 6. The owner and engineer’s names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City.
- 7. Tree masses are clouded with accurate canopy widths shown to determine critical root zone and what effects paving will have in those areas.
- 8. Flood plain boundary is shown and indicates FEMA panel number and date, and flow line of drainage ways and creeks, as applicable.
- 9. Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.

- 9. Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.
- 10. Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line.
- 11. Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.
- 12. Adjacent property lines within 200 feet of the property line are shown by a light dashed line.
- 13. Adjacent zoning and land use (e.g. bank with drive-thru, vacant office building, etc.) within 200 feet of the property line is indicated.
- 14. Within 200 feet of the property line, adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
- 15. Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.
- 16. Full width of rights-of-way with centerlines (streets and alleys), backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is provided.
- 17. Driveways within 200 feet of the property line:
  - a. Are accurately located and dimensioned.
  - b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.
  - c. Distance to the nearest street is shown as measured from the curb line of the adjacent street to the driveway centerline.
  - d. Typical radii are shown.
  - e. Drive-through lanes, menu board location, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.
- 18. Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
- 19. Off-site streets and roads:
  - a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.
  - b. Median turn lanes, continuous left turn lanes, and stacking length is shown and dimensioned within 200 feet of the project site.
  - c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.
  - d. Distance to the nearest signalized intersection is indicated.
- 20. All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two foot overhang as applicable.
- 21. Handicapped parking spaces and barrier-free access points are shown and dimensioned.
- 22. Loading and maneuvering areas are indicated and dimensioned. Loading area screening method is indicated.
- 23. Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade.
- 24. Paving materials, boundaries and type are indicated.
- 25. Access easements are accurately located, labeled and dimensioned
- 26. Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement may be required.

- 27. Fire lanes are shaded and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 30 feet. Label and use a 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.
- 28. Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
- 29. Screening walls are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer.
- 30. The location and vegetation type of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.
- 31. A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot candles of each fixture. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.
- 32. Existing and proposed water and sanitary sewer lines with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled, on separate plans.
- 33. Boundaries of detention areas are located. Indicate above and/or below ground detention.
- 34. Monument signage location is indicated. Details of construction materials and architecture is shown. Color, type and texture is to match that of the building.
- 35. Communication towers are shown and a fall distance/collapse zone is indicated.
- 36. Site data summary table that references distinct numbers for each lot and all buildings (existing and proposed) that includes, where applicable:
  - a. Existing Zoning
  - b. Proposed use(s) for each structure
  - c. Total lot area less right-of-way dedications by square feet and acres
  - d. Square footage of building(s)
  - e. Building height (stories and feet)
  - f. Percent of lot coverage (building footprint square footage/lot square footage).
  - g. For apartment developments, number of living units broken down by number of bedrooms and minimum square footage for each dwelling unit.
  - h. Parking required by use with parking ratios indicated
  - i. Parking provided by use
  - j. Handicap parking required
  - k. Handicap parking provided
  - l. List of exceptions and/or variance requested or previously granted, including dates and approving authority



# Landscape Plan Minimum Requirements

**Project Name** \_\_\_\_\_ **Submission #** \_\_\_\_\_

This check list is provided to assist you in addressing the minimum requirements for Landscape Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Planning and Zoning Division. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

## Included

- 1. Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines; and distance to the nearest cross street.
- 2. Location map clearly showing the location of the subject property and cross streets is provided. Indicate scale or NTS.
- 3. A title block in the lower right hand corner that includes large, boldly printed “LANDSCAPE PLAN”, lot and block number, subdivision name, acreage, city, county, and state.
- 4. The owner and engineer’s and landscape architect’s names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City.
- 5. Existing and proposed public and private streets and alleys are shown and labeled, both on-site and adjacent to the subject property.
- 6. Sidewalks and barrier-free ramp (BFR) location and width is shown and labeled.
- 7. Existing and proposed fire hydrants, water and sewer lines, manholes and other appurtenances within the site and immediately adjacent to it with pipe size and location indicated, matching what is shown on the Site Plan and civil engineering drawings as applicable.
- 8. Existing and proposed utility easements are shown with recording information, dimensions and type labeled.
- 9. Post-development visibility easements are shown, dimensioned and labeled.
- 10. Existing or proposed structures on the property, access points/driveways on and adjacent to the property are shown.

- 10. Proposed topography of berms is shown in intervals of one (1) foot.
- 11. Entryway features of planters, signs, sculptures and decorative paving is shown.
- 12. For residential subdivisions, where required, primary and secondary entrances are shown and dimensioned.
- 13. Screening wall location, material, and height are shown and labeled. Details for masonry walls are provided and are signed and sealed structural engineer. Screening walls must be approved by the City Engineer.
- 14. Living screens are clearly detailed by fence material, plant material species, plant material spacing, height at time of planting and mature height. Where the Director of Planning feels that there are elevation or topographical differences that would not accomplish the intent of the screening, the Director may request more details.
- 15. If landscaping or architectural features are proposed within a right-of-way, indicate type, location and mature height. Location within a City right-of-way shall require approval by the City.
- 16. Public or private street names and dimensions are indicated for all internal and external streets.
- 17. The following information is to be provided on the landscape plan in a tabular format; indicate requirement for each:
  - a. Overall site landscape, required and provided, by percentage of total area and total square feet, excluding rights-of-way.
  - b. Landscape edge: indicate linear feet of frontage for each street minus driveway widths; number of trees and shrubs required and provided for each frontage.
  - c. Parking lot screening: indicate linear feet of frontage of each street or drive aisle, minus driveway widths; number of trees and/or shrubs required and provided.
  - d. Parking lot perimeter: indicate linear feet of each lot line; indicate the number of trees and shrubs required and provided.
  - e. Parking lot interior: indicate location of landscaped islands; number of trees and shrubs required and provided; amount of parking area; and amount of interior landscape area required and provided. The area of each interior landscaped island shall be the approximate square footage of a parking space. To the greatest extent possible, other than within a row of parking spaces, islands are not to be lined up.
  - f. For landscape buffer related to residential adjacency, indicate linear feet of each adjacency for each property line; and the number of trees and shrubs required and provided.
  - g. Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and canopy spread.
- 18. All existing and proposed plant material are graphically shown; species and quantity for each grouping are labeled. A minimum of four different species is shown for each plant type, and are distributed throughout the site.
- 19. Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities is indicated. If less than five feet from paving, areas of impervious surface or utility lines, show dimension. Refer to Plant List for other exceptions to planting in paving areas.
- 20. TXU approval letter is attached. Within TXU transmission easements, a plan of landscaping shall be submitted to and approved by TXU prior to submission of the Landscape Plan. **TXU's approval and/or comments shall be included with the Landscape Plan submittal. TXU has stated a minimum of six weeks to process the review.** Approved irrigation within a TXU transmission easement shall be limited to drip and soaker hose irrigation, with the valve for such located outside of the easement.
- 21. Landscape plans contain the certification and stamp of a Landscape Architect registered by the State of Texas, that such plans satisfy all requirements of existing regulations.



# Facade/Elevation Plan Minimum Requirements

Project Name \_\_\_\_\_ Submission # \_\_\_\_\_

This check list is provided to assist you in addressing the minimum requirements for Façade Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Planning and Zoning Division. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” beside the box. Return this form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

**For the purpose of preparing this Plan, a façade will be each building face (including the face of a parapet roof); the elevation will be from just above the roof to the ground.**

## Included

- 1. Title block in the lower right corner that includes large, boldly printed “FAÇADE/ELEVATION PLAN”, subdivision name, lot number, block number, acreage, city, county, and state.
- 2. The owner, engineer’s, and architect’s names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City.
- 3. Location map, north arrow, written and bar scale. Indicate scale or NTS.
- 4. Existing and proposed architectural details of existing or proposed buildings or structures on the property are clearly defined as follows:
  - a. Length and height for each facade is dimensioned.
  - b. Each elevation is labeled and shown separately according to facing (i.e. north, southeast, etc.)
  - c. A plan view of each façade is provided showing façade articulation, columns, recesses, etc.
  - d. Each elevation is shown that graphically indicates colors and materials of the facades, roof(s), canopies, etc., and each is clearly labeled. For each façade, indicate percentage of masonry accents.
  - e. Notes, and details as necessary, indicate interior roof drainage, scuppers, etc.

- f. Location, type and height of mechanical screening, screening walls, dumpster enclosure and monument sign is indicated on the plan and elevation view(s).
- 4. Roof type, color, materials are indicated.
- 5. Façade materials, colors and types are indicated that comply with masonry requirements.
- 6. Provide a material schedule and calculations for each façade/elevation demonstrating compliance with 20 percent accent material per facade. Accents around doors, windows, etc. shall only accomplish a maximum of one-half of the required 20 percent.
- 7. Alternatives to masonry are proposed and clearly detailed. If wood is proposed, the type and maintenance schedule is also provided. **NOTE: Approval of alternatives to masonry standards requires a recommendation by the Planning and Zoning Commission and approval by the City Council.**
- 8. Windows and doorways are clearly indicated.
- 9. Location of wall signage is clearly indicated. If a particular style or design is proposed, indicate such on the Plan.
- 10. Facades facing public streets or access easements contain similar architectural details as the primary or front façade.
- 11. Proposed architectural details, style, colors and textures are compatible with adjacent structures as required.
- 12. An inset detail is provided to address color, materials and design of masonry walls, dumpster enclosures, monument signs and mechanical screening. These are to be of the same materials, colors and textures as the primary structure(s). Dumpster gates are shown and material type is indicated.
- 13. Retaining wall details are provided that indicate the relationship with parking lots, natural grade or constructed grade (i.e. berms, slopes, etc) and address color, materials and design.

\* Colored façade/elevations are required at 11" x 17".



## Fee Schedule

### **Standard Application Fees:**

Standard Zoning and Rezoning	\$500.00 + \$10/per acre
Planned Development Zoning and Amendments	\$1500.00 + \$10/per acre
Specific Use Permit (SUP)	\$500.00 + \$10/per acre
Private Club SUP	\$700.00
Site Plan	\$250.00 + \$10/per acre
Special Exceptions	\$100.00

### **Plat Filing Fees:**

Preliminary Plat Filing Fee (50 acres or less)	\$500.00
(More than 50 acres)	\$1000 + \$100/per acre
Final Plat Filing Fee	\$500.00 + \$10/per lot
Amended Plat Filing Fee	\$400.00
Minor Plat Filing Fee	\$400.00
Replat Filing Fee (with property owner notification)	\$575.00 + \$35/acre
(without property owner notification)	\$450.00 + \$35/acre

If you have any questions, please contact the Planning Division at 972-218-1300.