



**PLANNING & ZONING COMMISSION HEARING REQUEST**  
**CONDITIONAL USE PERMIT**  
*FOR PARKING LOT*

**\*\*\* FOR OFFICIAL CITY OF PHARR USE ONLY \*\*\***

Present Property Zoning: \_\_\_\_\_

Site Plan Attached?       YES       NO

\$150.00 Paid in Full:  Money Order    Check # \_\_\_\_\_    Cash

Application Date: \_\_\_/\_\_\_/\_\_\_

Company Name or Business Entity: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
                   (First)                         (Middle)                         (Last)

Mailing Address: \_\_\_\_\_  
                                               (Address)                                         (City)                                         (State)                                         (Zip)

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

Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
                                               (First)                                         (Middle)                                         (Last)

Owner Mailing Address: \_\_\_\_\_  
                                               (Address)                                         (City)                                         (State)                                         (Zip)

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

Property  
 Legal Description: \_\_\_\_\_  
                                               (Subdivision)                                         (Block)                                         (Lot)

Current use of Property: \_\_\_\_\_ Proposed use of Property: \_\_\_\_\_

I hereby certify that the information provided above is true and correct to the best of my knowledge. By signing this application I hereby grant the City of Pharr authorization to do the background and information check(s) necessary to process this application. I also hereby grant employees of the City of Pharr to enter the premises and conduct any inspections necessary to process this application. Alterations, changes or deviations from the plans authorized by this permit are unlawful without written authorization. The applicant hereby agrees to comply with all City Ordinances, Code, Subdivision Regulations, Restrictions, Local, State and Federal Laws and assumes all responsibility for such compliance. I understand that the City of Pharr does not enforce any private restriction, covenant rule, or regulation that may be imposed. If permit becomes invalid for any reason no refunds will be issued.

**I hereby request a hearing before the Planning and Zoning Commission and I acknowledge receiving the Guidelines / Restrictions as they will apply to the proposed use.**

\_\_\_\_\_  
 (Owner Signature)                                         (Date)

\_\_\_\_\_  
 (Owner Print Name)                                         (Date)

\_\_\_\_\_  
 (Applicant Signature)                                         (Date)

\_\_\_\_\_  
 (Applicant Print Name)                                         (Date)

**PLANNING & ZONING COMMISSION  
HEARING REQUEST  
CONDITIONAL USE PERMIT  
GUIDELINES**

**QUESTIONS FOR APPLICANT  
(TO BE FILLED OUT BY CITY STAFF)**

Present Property Zoning: \_\_\_\_\_  
 Site Plan Attached?  YES  NO  
 Is there an existing building?  YES  NO  
 How many parking spaces proposed? \_\_\_\_\_  
 Will there be a sign?  YES  NO

The following documents must be submitted to the Department of Development Services in order for the department to process your request for a Conditional Use Permit.

1. A copy of the property's Warranty Deed and Lease Agreement with Owner consent.
2. If you are acting as an agent/representative for the property, you must bring a letter signed by the owner stating his consent for the request being applied for.
3. A completely filled out application.
4. A processing fee in the amount of \$150.00. *(Annual renewal fee of \$50.00)*
5. A site plan of your property. The site plan shall contain the following items:
  - A. The location of all structures on the subject property and on adjoining property;
  - B. Landscaping and/or fencing of yards and setback areas and proposed changes.
  - C. Design of ingress and egress;
  - D. Off-street parking and loading facilities;
  - E. Height of all structures;
  - F. Proposed uses; and
  - G. The location and type of all signs, including lighting and heights.

**EXAMPLE SITE PLAN**

