

CONDITIONAL USE PERMIT
PLANNING AND ZONING COMMISSION

The following document must be submitted to the Planning and Zoning Department in order for the department to process your request for a Conditional Use Permit.

1. A copy of the property's Warranty Deed.
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 for a Conditional Use Permit is \$300.00 due upon submission of your application. *(Annual renewal fee will be \$200.00)*
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.

**CITY OF PHARR
PLANNING & ZONING COMMISSION HEARING REQUEST
FOR OFF-PREMISE BILLBOARD SIGNS CONDITIONAL USE PERMIT**

**SECTION ONE: GENERAL INFORMATION
(TO BE FILLED OUT BY APPLICANT)**

LEGAL DESCRIPTION: _____

ADDRESS _____

APPLICANT _____ PHONE _____

ADDRESS _____

OWNER _____ PHONE _____

ADDRESS _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE: _____

COMMENTS: _____

As owner of the above-referenced property, I hereby request a hearing before the Planning and Zoning Commission.

Signed

Agent: _____ Date: _____

Owner: _____ Date: _____

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

Present Property Zoning: _____

Site Plan attached? _____

Is there an existing building? _____

How many parking spaces proposed? _____

Will there be a sign? _____

\$300.00 Fee paid by check: _____ cash: _____ Date: _____

Comments: _____
