



**PLANNING & ZONING COMMISSION HEARING REQUEST
LIFE-OF-THE-USE
CONDITIONAL USE PERMIT
FOR CHURCH**

Application Date: _____/_____/_____

Company Name or Business Entity: _____

Applicant: _____ Phone No.: _____
(First) (Middle) (Last)

Mailing Address: _____
(Address) (City) (State) (Zip)

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 am the owner of the property (Must provide copy of Warranty Deed) 501(c)(3) Non-Profit: YES NO Since Year: _____
 I am leasing this property (Must provide copy of Lease Agreement and Owner Consent) Day / Time Services Held: _____
 TAX ID # _____ Number of members in congregation / meeting: _____
 Occupancy Load: _____

*** FOR OFFICIAL CITY OF PHARR USE ONLY ***	
PRESENT PROPERTY ZONING: _____ SITE PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THERE AN EXISTING BUILDING? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY PARKING SPACES PROPOSED? _____ WILL THERE BE A SIGN: <input type="checkbox"/> YES <input type="checkbox"/> NO \$250.00 PAID IN FULL: <input type="checkbox"/> YES <input type="checkbox"/> NO

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

GUIDELINES

The following document 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 for a Life-Of-The-Use Conditional Use Permit is \$250.00 due upon submission of your application.
5. Provide distinct legal existence (i.e.: Tax I.D. #; 501(c)(3) Tax Exempt Status form I.R.S.
6. 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

