



CITY OF NEW FAIRVIEW
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SPECIFIC USE PERMIT APPLICATION

General Information

Site Plans are required so that City staff can determine whether the Plans conform to City regulations before construction begins. The purpose of this review is to ensure efficient and safe land development; harmonious use of land; compliance with appropriate design standards; safe and efficient vehicular and pedestrian circulation, parking, and loading; and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services. Site Plans are required for all development except for property zoned for single family dwellings

Site Plan Applications must be accompanied by a detailed exhibit as described in Sections 21.3, 21.4 and 21.5 of the City of New Fairview Zoning Ordinance.

The Planning and Zoning Commission Meets on the 2nd Monday of every month and on the 4th Monday if required. The City Council meets on the 1st Monday of every month and on the 3rd Monday if required.

Application Instructions:

1. Staff Review: The Application for a Site Plan will be first reviewed by City Staff or their development contracted employees for compliance with City codes, regulations and policies. The following items must be submitted to the City Offices as per the Zoning Calendar as published on the City of New Fairview's website.
 - A completed application form signed by the property owner.
 - An application fee as established by the City's latest adopted schedule of fees
 - A certificate stating that all City and School Taxes have been paid to date (this is obtainable for the appropriate County Tax Office)
 - A property description of the area where the site plan is proposed to apply
 - Exhibits complying with the requirements of Section 20 of the City of New Fairview Zoning Ordinance
 - Any other material and/or information as may be required by the City Council or the administrative official to fulfill the purpose of the application process and to ensure that the application is in compliance with the ordinances of the City.
 - 1 digital file of all documents for the site plan submittal. PDF format.

2. Site Plan Checklist: The following information is required as part of the site plan needed to review for the Specific Use Permit:
 - a. The boundary lines and dimensions of the property, existing subdivision lots, available utilities, easements, roadways, sidewalks, emergency access easements, and public rights-of-way.
 - b. Topography of the property proposed for development in contours of not less than two feet, together with any proposed grade elevations, if different from existing elevations.

- c. Floodplains, watercourses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings. Topographic and drainage map information provisions may be waived by the reviewing body when the inclusion of such data would not materially contribute to the necessary evaluation of the project petition.
 - d. The location and use of all existing and proposed buildings or structures, including all refuse storage areas, and the minimum distance between buildings. Where building complexes are proposed, the location of each building and the minimum distances between buildings, and between buildings and the property line, street line, and/or alley.
 - e. Total number, location, and arrangement of off-street parking and loading spaces, where required.
 - f. All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan.
 - g. Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure.
 - h. The location, size, and arrangement of all outdoor signs, exterior auditory speakers, and lighting.
 - i. The type, location, and quantity of all plant material used for landscaping, and the type, location, and height of fences or screening and the plantings around them.
 - j. If multiple types of land uses are proposed, a delineation of the specific areas to be devoted to various land uses.
 - k. Vicinity map, north point, scale, name of development, name of owner, name of planner, total acreage of project, and street address or common description of the property.
 - l. Current land uses and zoning district of the property and current land uses and zoning districts of contiguous properties.
 - m. Buildings on the exterior of the site and within twenty-five feet of all property lines.
 - n. The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow.
 - o. The number of square feet of the property after construction which will constitute impervious area or impervious surface and vegetated areas.
 - p. Architectural drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals.
 - q. Legal description of the total site area proposed for rezoning, development or specific use permit.
 - r. Signature, title and date of the applicant, at the conclusion of the written documents certifying the information presented in the plans, and supporting documents reflect a reasonably accurate portrayal of the general nature and character of the applicant's proposals.
3. Additional Information. The following additional information may also be required if deemed appropriate by staff or the City Council.
 - a. Copies of studies or analyses upon which have been based projections for need or demand for the proposed facility.
 - b. Description of the present use, assessed value and actual value of the land affected by the proposed facility.
 - c. Description of the proposed use, anticipated assessed value and supporting documentation.
 - d. A description of any long-term plans or master plan for the future use or development of the property.
 - e. A description of the applicant's ability to obtain needed easements to serve the proposed use.
 - f. A description of any special construction requirements that may be necessary for any construction or development on the subject property.
 - g. A traffic impact analysis prepared by a qualified professional in the field of traffic evaluation and forecasting may be required.
 4. Planning and Zoning Commission (P&Z) Review. Staff comments are forwarded to the applicant for preparation of a revised submittal. The revised submittal is again reviewed by the City, and if it conforms to City codes, regulations, and policies (or includes a request for a variance), it is certified as such and placed on the P&Z agenda. Final digital files in .pdf format of all exhibits must be submitted to the City by noon on the Monday that is seven (7) days prior to the P&Z meeting. The P&Z can vote on action whether to recommend approval or denial of the site plan to the City Council.
 5. City Council Review The staff report **and** P&Z recommendation are then made available to the public, and the item is placed on the City Council agenda for their review and approval/denial.

Applicant Information

PROJECT LOCATION ADDRESS: _____

TAX ID: _____ **ZONE:** _____

Legal Description: _____

PROPERTY OWNER: _____

ADDRESS: _____ **CITY** _____

STREET _____ **ZIP** _____

DAY PHONE: _____ **DATE:** _____

SIGNATURE: _____

APPLICANT: _____

ADDRESS: _____ **CITY** _____

STREET _____ **ZIP** _____

DAY PHONE: _____ **SIGNATURE:** _____

DATE: _____

Existing Use of Property _____ **Proposed use of Property** _____

I certify that the above information is correct and complete to the best of my knowledge and ability and that I will be fully prepared to present the above proposal at a Planning and Zoning Commission Public Hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the City. I understand that my application fee is non-refundable.

Applicant or Property Owner _____ **Date** _____

Fees (All fees are nonrefundable) all fees are due upon application submission. Checks made payable to the City of New Fairview.

Office Use Only:

Date Paid: _____ Amount: \$ _____ Check # _____