

**PLANNING AND ZONING**  
304 W Veterans Blvd  
Palmview, Texas 78572  
956-432-0300 ext 3



**Fee: \$450.00**

**Conditional Use Permit Application:**

**INCODEPERMIT #**

APPLICATION TYPE: \_\_\_\_\_

**1. APPLICANT INFORMATION (PLEASE PRINT)**

Date: \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone No: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

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

IF APPLICANT IS DIFFERENT THAN OWNER, ATTACH LETTER OF AUTHORIZATION FROM OWNER.

Property Owner's Name \_\_\_\_\_

Phone No: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

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

**2. PROPERTY INFORMATION (PLEASE PRINT)**

Property Address/Location: \_\_\_\_\_

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

Zoning: \_\_\_\_\_

PROPOSED DAYS & HOURS OF OPERATION \_\_\_\_\_ No. OF VEHICLES OWNED BY RESIDENTS \_\_\_\_\_ No. OF PARKING SPACES AVAILABLE \_\_\_\_\_

**3. ATTEST**

AS OWNER/AGENTS FOR THE ABOVE DESCRIBED PROPERTY, I/WE, HEREBY REQUEST A HEARING BEFORE THE PLANNING AND ZONING BOARD.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**DEADLINE:** \_\_\_\_\_ **RECEIPT NO.:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_

**PUBLIC HEARING DATE (PLANNING & ZONING BOARD) – 6:00 P.M.:** \_\_\_\_\_

**PUBLIC HEARING DATE (CITY COUNCIL) – 6:00 P.M.:** \_\_\_\_\_

**(NOTE: BOTH MEETINGS ARE HELD AT THE CITY OF PALMVIEW COUNCIL CHAMBERS)**



## General Information

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**NOTIFICATION AND PUBLIC HEARING:** Property owners within 200 feet of the subject property shall be notified within 10 days of the Planning and Zoning Commission public hearing and City Council.

**RENEWAL PERIOD:** A Conditional Use Permit shall expire within one (1) year. Application for renewal shall be made 30 days before permit expiration. The Conditional Use Permit shall be renewed annually to ensure continued compliance with permit requirements.

**REVOCAION:** A Conditional Use Permit may be revoked by the City Council at a public hearing after recommendation from the Planning and Zoning Commission when complaints and/or noncompliance have registered with the City regarding the particular facility.

## General Requirements

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### Home Occupancy

- a. **General requirements.** The following requirements apply to Registered Child Care Homes and Licensed Child Care Homes:
  - i. The Applicant must reside on the premises.
  - ii. Child care facilities are allowed in all residential zoning districts upon approval of a special use permit.
  - iii. The day care facility shall be clearly secondary to the residential use.
  - iv. The child care facility shall meet State childcare licensing requirements.
  - v. The application shall be signed by the property owner or the applicant shall provide a letter of authorization from the property owner.
  - vi. Fire and Health inspections.
  - vii. A semi-circular driveway for drop-off and pickup is provided. Required parking spaces shall not be included as part of this circular driveway.
  - viii. At least two parking spaces shall be available on site in front of the dwelling that do not interfere with the driveway.
  - ix. Outdoor play areas are enclosed by a fence that is at least six feet in height.
  - x. The use shall be accessed by a public street approved by the City.
  - xi. One sign is permitted. It shall be attached flush to the wall of the building and shall not exceed one square foot in size. Lighted and portable signs are prohibited.
  - xii. There shall be no more than one additional unrelated employee other than the immediate members of the family residing on the premises.
  - xiii. There shall be no outside storage of materials or products.
  - xiv. Th
- b. **Spacing requirements.** The minimum distance between all types of day care that are located in residential districts shall be a one-half mile radius.
- c. **Permit duration and renewal.**
  - i. A Special Use Permit pursuant to this Section shall expire within one (1) year.
  - ii. Application for renewal shall be made 30 days before permit expiration.
  - iii. Renewals shall be reviewed as original applications for the first year after the original approval.
  - iv. Subsequent renewals shall be reviewed as Limited Uses, regardless of the type of review used for the original approval.
  - v. The applicant is encouraged to renew the permit with ample time to renew a license with the State childcare licensing agency.
  - vi. Special Use approvals are not transferable from one licensee to another.



## **GENERAL REQUIREMENTS**

### **Alcoholic Beverage Sales for On-Premise (Bar/Lounge/Dance Hall/Nightclub)**

- a. **Spacing.** The sale of alcoholic beverages by any dealer within the City at a location within 300 feet of any church, public or private school, daycare, or public hospital, or within 1,000 feet of a public or private school if the city receives a request from the board of trustees of a school district or governing body of a private school.
  - i. The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections.
  - ii. The measurement of the distance between the place of business where alcoholic beverages are sold and public or private school, daycare centers and other child care facilities and university shall be in a direct line from the property line of the private or public school, daycare center and other child care facilities or university to the property line of the place of business, and in a direct line across intersections.
  
- b. **Other Code Requirements and Cross-References.**
  - i. The use or place of business must meet all other provisions of the City's Alcoholic Beverage Code and adopted building codes.
  - ii. A TABC license is required for operation of an alcoholic beverage sales use.
  - iii. The Conditional Use Permit shall be approved prior to the application for TABC license.
  - iv. The use or place of business must provide for a food preparation area in which food is prepared and cooked for human consumption. Sale of chips, peanuts and cold sandwiches does not qualify the area for a kitchen.

**\* Submit this application together with the following information: 1) warranty deed, 2) letter of intent, 3) preliminary floor plan, 4) site plan, 5) survey (if it's a tract of land)**

#### Office Use Only

Staff Recommendation	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial	Date _____
Planning & Zoning	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____
City Council	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____

#### **Additional Comments:**

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