

Development Services Department

CITY OF UNIVERSAL CITY
2150 Universal City Blvd
Universal City, TX 78148
(210) 659-0333

APPLICATION FOR SPECIFIC USE PERMIT

Property Identification:

Street Address: _____

Legal Description: _____

Present Improvement of Property: _____

Owner of Property:

Name _____

Mailing Address _____

Phone _____

Email _____

Authorized Agent of Applicant:

Name _____

Mailing Address _____

Phone _____

Email _____

If owner of property is not submitting application, a letter of authorization from the owner to apply for the request must accompany this application.

Proposed Use Requested:

The applicant believes the Planning & Zoning Commission should approve this request for the following reason(s):

If required by City staff, please attach two (2) sets of the site plan, no larger than 11" x 17", of the proposed use to include the following information:

- (A) Name, address and telephone number of applicant
- (B) Drawn to scale showing scale used, north arrow, date and title of project
- (C) Location, length and width of streets, alleys and easements
- (D) Location and width of driveways and sidewalks
- (E) Property lines and setback lines
- (F) Location and dimension of buildings, parking spaces, landscaped areas and/or open space
- (G) Location of signs and design features
- (H) Location of visual screens and design features if required or proposed
- (I) Landscape designs and materials proposed
- (J) Total square footage of the lot or lots, proposed buildings, parking spaces, sign area, landscaped areas and/or open space areas
- (K) Height of building(s), signs and visual screens
- (L) Number of parking spaces proposed including handicap accessible spaces.

Has a previous application for a specific use permit been filed?

_____ Yes _____ No If Yes, Date: _____

I hereby certify the preceding information and any supporting documents submitted herewith are true and correct to the best of my knowledge.

I acknowledge this application will not be reviewed by the Planning and Zoning Commission until: (i) required notices have been published and mailed identifying the scheduled public hearing date; and (ii) all required submissions have been reviewed by City staff and all fees paid.

Signature of Applicant

Date

Filing Fee Due: \$150.00 - Residential

\$200.00 – Commercial/Industrial

Postponement by Applicant: Same as application fee

Make all checks and money orders payable to the City of Universal City.

FOR OFFICE USE ONLY

Appeal No. _____ Fee Received: _____ By: _____

Meeting Date: _____

Legal Notice: _____

Revised 4/2020