



APPLICATION FOR APPROVAL OF SPECIFIC USE PERMIT (SUP)

File No.: _____ Application Date: _____

P & Z: _____ C C: _____

Applicant: _____ Phone No.: _____ Address: _____ Email Address: _____

Description of Property

Subdivision: _____ Lot No.: _____ Block No.: _____ Lot Size: _____ No. Acres: _____ Abstract No.: _____ Street Address/Location: _____

Specific Use Requested

Current Specific Use _____ Intended use of property and applicant's reasons for requesting change: _____ Zoning: _____ Requested: _____

New Construction: _____ Existing Structure: _____ (Check only one)

Fee: Non-refundable Fee of \$3,000.00

Application must include:

- 1. A site plan included with the application (22 folded copies on ledger size paper - 24 x 36). 2. Receipt showing that all City of DeSoto property taxes has been paid. 3. If property has not been platted, will need a survey with metes and bounds.

By Signing the Specific Use Permit (SUP) application below, you grant permission to the City of DeSoto to enter said property and install a SUP Notification Sign.

Applicant Signature _____ Date _____ Owner Signature _____ Date _____

Applicant Printed Name _____ Owner Printed Name _____

Property owner must sign application or submit letter of authorization

Received by the City of DeSoto in the amount of \$ _____ City Receipt No.: _____ Dated: _____ Agent for City of DeSoto _____



ATTENTION: Once application is submitted, the applicant has ninety (90) days to finalize the application, it must Address all comments made by staff. If the application is not completed within this time frame, the applicant will need to resubmit and pay required fees.

CHECK LIST
For
SPECIFIC USE PERMIT (SUP)

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of Desoto
- _____ Digital description of property by metes and bounds, unless property has already been platted.
- _____ One Tax Receipt, (city and school taxes) from DISD Tax Office, for each lot or tract of land involved in the SUP request.
- _____ If providing a site plan, please submit 22 folded copies (24X36), unless staff deems 11X17 size is readable (additional plans may be requested, such as the landscape plan & elevations).

Once staff review is complete and corrections are made, please submit:

- _____ 12 corrected copies (11 x 17) of site plan for P & Z Commission meeting.
- _____ *Digital presentation materials (i.e., power point) for P&Z and City Council meetings.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***