

	<p align="center"><b>Development Services Department</b> 200 W. Vulcan Brenham, TX 77833</p>	<p align="center">Contact Us:  979-337-7220  cityofbrenham.org</p>
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## SPECIFIC USE PERMIT, ZONE CHANGE SUBMITTAL CHECKLIST

**APPLICANT TO COMPLETE:**

Initials		Staff Initials
	Cover letter addressed to Planning and Zoning Commission explaining what is being requested and the reason(s)	
	Completed general application	
	The appropriate planning fees have been paid	
	Site plan showing location of the property	
	<p>(1) A sign at least four (4) square feet in front surface area shall posted on site.</p> <p>(2) Sign shall state:</p> <ul style="list-style-type: none"> <li>- zoning change as requested for this property, the</li> <li>- date and location of the public hearing, and shall provide a</li> <li>- telephone number of the office of the city secretary for the City of Brenham.</li> <li>- written large enough for easy viewing from passing motor vehicles.</li> </ul> <p>(3) Said sign shall be placed on the subject property in a place that is visible from the most heavily used public street abutting the property and the sign shall be in place at least fifteen (15) days prior to any public hearing on the zoning case for that property.</p> <p>(4) An affidavit of posting shall be filed with the city secretary by the responsible party.</p>	
	Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request	

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

Location Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



For office use only

APPLICATION NO. \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**CITY OF BRENHAM**  
**GENERAL APPLICATION**

**Type of Application**

- |   |  |
|---|--|
| <input type="checkbox"/> Variance from Appendix A: Zoning | <input type="checkbox"/> Zone Change                     |
| <input type="checkbox"/> Specific Use Permit              | <input type="checkbox"/> Plan Review                     |
| <input type="checkbox"/> Preliminary Plat                 | <input type="checkbox"/> Final Plat/Replat/Amending Plat |
| <input type="checkbox"/> Variance from Chapter 21: Signs  | <input type="checkbox"/> Other: _____                    |

**Property Owners Information**

Name \_\_\_\_\_

Principal Officers (If Corporation) President \_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Agent or Engineer Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Location of Property**

Street Address: \_\_\_\_\_

Legal Description (attach metes and bounds description if not subdivided):

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

**Zoning Information**

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

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

Reasons for requesting zone change:\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Variance Information**

Section of Code from which variance is described:\* \_\_\_\_\_

Describe variance requested:\* \_\_\_\_\_

Reasons for requesting variance:\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Proposed Property Use**

Describe in detail the proposed operation at this location:\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Construction Value** \$ \_\_\_\_\_

***Site plans are required for variance, special use, and plan review requests; please see Ordinance No. 0-05-007 for minimum site plan requirements.***

I, \_\_\_\_\_, being the owner (or authorized agent) of the above described property, do hereby certify the information set forth above is true and correct. I further request that the Planning & Zoning Commission/Board of Adjustments/Plan Review Committee review this matter and take appropriate action.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Agent

\*use attachment, if necessary

# PERMITTING INFORMATION

## ORDINANCE NO. 0-05-007 REQUIRES THE FOLLOWING:

- An application for a building permit shall be accompanied by a site plan and floor plan for all one- and two-family dwellings, commercial building and apartments five thousand (5,000) square feet or less. Large commercial and apartment buildings over five thousand (5,000) square feet, will require a full set of plans, including plumbing, electrical, mechanical, structural, final topography, MEP site plans, and all architectural and engineering seals. Utility requirements should be noted on all plans.
- Site plans must show:
  - (1). Plan drawn to scale of not smaller than one inch = 50' and labeled.
  - (2). Plan must show dimensions of all property lines.
  - (3). All existing and proposed structures must be shown with building dimensions and distances from property lines.
  - (4). Access must be shown with dimensions, shape, and location.
  - (5). All recorded public easements shall be shown and property dimensioned
  - (6). Location and width of curbs, draining ditches, sidewalks, and right-of-ways.
  - (7). Parking areas must be carefully shown dimensioned.
  - (8). Proposed finished floor elevation and top of curb elevations shall be noted. The floor plans shall include the proposed utility requirements for the structure. Plan review will be completed within ten (10) working days after submission of plans on most applications. Larger projects may take longer. After review, individual permits will be issued for building, electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual permits will be issued for building electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual contractor shall be responsible for inspection of his work. All plumbing, mechanical, fire system and irrigation contractors must show appropriate state license and proof of insurance. All electrical contractors shall have a current state license and all employees must have property journeyman or apprentice license on job. All extensions, taps, permit fees or deposits shall be paid at the time the permit is issued.
- Prior to construction, the contractor or owner shall verify with the city all utility locations and depths. The contractor shall be responsible for placing a string line on a minimum of two (2) property lines, the front and one side. The building inspector may request string lines on additional property lines. These string lines shall be in place at the time of the foundation inspection.
- All alterations to building layout, electrical, mechanical, plumbing and structural must have amended drawings and city approval prior to construction.
- The property owner is responsible for location of property lines and underground utilities. Fences shall not obstruct drainage or redirect drainage on adjacent property. Any fence along or across an easement may be removed by utility personnel. The city is not required to reconstruct any fences inside of utility easements.
- All retainer wall construction requires written approval of the city prior to construction. All cut and/or fill on an improved property requires written city approval prior to work.
- A certificate of occupancy will be issued at the completion of all new construction by the city building department. Permanent service will be connected upon issuance of the certificate of occupancy. No occupancy of the building will be allowed prior to the issuance of the certificate of occupancy. No exceptions will be made without written consent of the city building official.