Conditional Use Permit Required Documents
Submittals will not be viewed until all items are received

The purpose of a Conditional Use Permit (CUP) is to allow the establishment of uses which may be suitable only in certain locations in a Zoning District or only when subject to standards and conditions that assure compatibility with adjoining uses. Conditional uses are those uses which are generally compatible with the permitted land uses in a given Zoning District, but which require individual review of their location, design and configuration and the imposition of conditions in order to ensure the appropriateness of the use at a particular location within a given Zoning District.

The following items are required for a CUP Application to be considered administratively complete. Once all documents have been received, you will receive comments within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the request will be placed on the Planning & Zoning Commission meeting agenda for a recommendation, based on the appropriate submittal schedule/timeline. The request and recommendation will be forwarded to City Council, who has final approval authority.

CUP requests will be reviewed with respect to the Future Land Use Plan and Comprehensive Plan.

Plan Format & General Standards (check if provided; indicate N/A if not applicable)

☐ Completed Application Form (includes Project Narrative and Criteria for Approval)
☐ Application Fee ($500.00)
☐ Lease agreement and Letter of Acknowledgement from property owner
☐ Project Narrative shall address the following:
- Description of proposed use
- Detailed business for the proposed use and plan
- Discussion of how the proposed use at the specified location is consistent with the policies embodied in the adopted comprehensive plan
- Hours of operation
- Is the proposed use compatible with and preserves the character and integrity of adjacent development and neighborhood and includes improvements either on site or within the public rights-of-way to mitigate development-related adverse impacts, such traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods?
- How does the proposed use impact vehicular traffic and how would any negative traffic be mitigated?
- Does other proposed use incorporate roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets?

Plan Format & General Standards Continued (check if provided; indicate N/A if not applicable)

- Does the proposed use incorporate features to minimize adverse effects, including visual impacts, of the proposed conditional use on adjacent properties?

☐ Site Plan and Floor Plan

☐ A general site plan illustrating the following items:

- The location of all existing structures on the subject property and on adjoining property
- Landscaping and irrigation plans
- Screening or fencing type, details, and locations
- Labeling of front, side, and rear setbacks
- Design and location of ingress and egress
- Off-street parking and loading spaces with calculation
- Scaled color elevations
- Proposed structures and uses
- The location and types of all existing and proposed signs
- Address of property
- North Arrow, plan should be oriented so that North is toward the top of page

☐ Current Survey with Legal Description of property (must extend to centerline of any ROW)

☐ Tax Receipt showing current paid taxes

☐ Reduced copies (11 X 17") of the required plan(s) as required by the planning director or his/her designee

☐ Copies of the required general site plan(s) of the City of Denison subdivision ordinance on 24" X 36" sheet(s) drawn to a known engineering scale (with dimension labeled) that is large enough to be clearly legible along with other required information

☐ Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood

Important Resources

- Planning & Zoning webpage: Planning Department
- Comprehensive Plan: Full Plan | Future Land Use Plan
- Subdivision Ordinance: Chapter 22
- Zoning Ordinance: Chapter 28
- Stormwater Regulations: Stormwater Management
- Utilities: Chapter 26
- Building Code: Building Construction Standards
- Electrical Code: National Electrical Code

Conditional Use Permit (CUP) Application

Prior to submitting a zoning change application, the applicant shall discuss the request with the Development Services Department and is encouraged to meet with adjacent property owners and HOA's.

Name of Business/Development: _____

Property ID# (s): _____

Legal Description: _____

Location of Property: _____ **Total Acreage:** _____

Current Zoning District(s): _____

Proposed Use Zoning District(s): _____

Type of Zoning Change Request	Application Fee (Per Fee Schedule)
☐ Conditional Use Permit (CUP)	$500.00

Application Materials

☐ Copies of exhibits prepared in accordance with the Complete Application, Zoning, Planned Development, and/or Conditional Use Permit Checklist.
  ☐ See Conditional Use Permit Resources and checklist requirements.
☐ Electronic copies of all plats, plans, and exhibits in .pdf format.
☐ Provide a copy of owner's letter of acknowledgement.
☐ Application fees.
☐ Tax statement showing all property taxes are current.

Property Owner Information:

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Conditional Use Permit (CUP) Application

Check one of the following:

☐ I will represent the application myself, or

☐ I hereby designate_____
<div align="center">(printed name of representative)</div>

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principal contact person for responding to all requests for information.

Project Representative Information

Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF_____

BEFORE ME, a Notary Public, on this day personally appeared_____
<div align="right">(Printed owner's name)   </div>

the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application: that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

<div align="right">_____
Notary Seal   </div>

<div align="center">

Office Use Only

</div>

Conditional Use Permit (CUP) Case #: _____

Accepted by: _____ Date: _____

<div align="center">300 W. Main Street | Denison, Texas 75021 | 903-465-2720 | planning@denisontx.gov</div>

City of Denison

Developer Acknowledgement Form

I, _____, am aware and agree that I
am solely responsible for all development costs related to this project, including but
not limited to fees and costs related to site development and construction, plan
review, construction inspections and testing, improvements necessary to offset
impacts from my development, contribution to master plans, impact fees, and any
other costs and/or fees related to my development and the impact to existing
neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction
(ETJ).

_____   _____

Owner/Project Representative   **Date**
Printed Name

_____

Signature