



## PROCEDURE TO BE FOLLOWED TO OBTAIN A SPECIFIC USE PERMIT

### A. Application and Processing Fee

A formal application is to be made to the Planning and Zoning Commission for any Specific Use Permit. Upon the filing of any application for a Specific Use Permit, the applicant shall pay, to the City of Cisco, Texas, the sum of one hundred and five dollars (\$105.00). Upon receipt of the application and the processing fee, the Planning and Zoning Commission will forward its recommendation to the City Council.

### B. Application requirements

An application for a Specific Use Permit shall be accompanied by a site plan drawn to scale and showing the general arrangement of the project, together with essential requirements such as off-street parking facilities, size, height, construction materials, and locations of buildings; the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; visual screening such as walls, landscaping, and fences; and the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred (200) feet.

### C. Meeting Times of Planning and Zoning Commission

The Planning and Zoning Commission meets on the 3rd Tuesday in the following month at the end of each quarter. The application must be submitted at least 20 days prior to the scheduled meeting. The applicant will receive notification of such meeting time.

### D. Public Hearing and Final Action

Upon receipt of the Planning and Zoning Commission's recommendations, a public hearing date will be set. Notice of such hearing will be given not less than ten (10) days prior to the hearing. Such notice will be advertised in the Eastland County Newspaper, and on the city's website.

Upon completion of the public hearing, the City Council will approve or reject the application.



## **APPLICATION FOR A SPECIFIC USE PERMIT**

Application is hereby made to the Planning and Zoning Commission for a *Specific Use Permit*, as set forth in the Zoning Ordinance.

Applicant: \_\_\_\_\_

Applicant  
Address: \_\_\_\_\_

Applicant  
Email: \_\_\_\_\_ Phone \_\_\_\_\_

Description of Property

Lot(s): \_\_\_\_\_

Block: \_\_\_\_\_

Addition: \_\_\_\_\_

Physical  
Address: \_\_\_\_\_

Square  
Footage: \_\_\_\_\_

Frontage  
(in feet): \_\_\_\_\_ on \_\_\_\_\_ St or Ave

Applicant's  
Interest In  
Property:

\_\_\_\_\_  
(owner, agent, lease, option, etc.)

Zoning of  
Area:

\_\_\_\_\_

Proposed use for Specific Use Permit:

(Yard area, parking spaces, etc. proposed – **Please attach a scaled drawing**)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature of Applicant & Date)

(Printed Applicant Name)

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