

CONDITIONAL USE PERMIT APPLICATION

A Conditional Use Permit shall be required prior to any existing structure within one of the Overlay Districts being altered, reconstructed, enlarged, or remodeled for a commercial, retail, or business use, which altering or remodeling would increase or decrease the total gross building area by fifty percent (50%) or more; and if such work requires any additional curb cut, or the reconstruction, enlargement, remodeling, or alteration of the exterior design, material, finish grade line, landscaping, or orientation of the structure.

Date: _____

PROJECT INFORMATION

Project Name:		
Project address:		
Subdivision:		
Lot:	Block:	Section:
Zoning:		Square Footage of Building:

APPLICANT INFORMATION

Owner's Name:		
Owner's Signature:		Date:
Address:		
Phone:	Fax:	E-mail:
<p>Please Note: The signature of the owner authorizes City of Kyle staff to visit and inspect the property for which this application is being submitted.</p> <p>(Check One)</p> <p><input type="checkbox"/> <i>I will represent my application.</i></p> <p><input type="checkbox"/> <i>I hereby authorize the person named below to act as my agent in processing this application.</i></p>		
Agent:		
Agent's Address:		
Phone:	Fax:	E-mail:

Conditional Use Permit Application Checklist

Please note that the checklist is required to be filled out by the applicant or designated agent. Place a check mark on the line in front of the number if you have complied with that item. If the checklist item is not applicable to your application, indicate such. This checklist is provided only as a guide. All conditional use permit requirements cannot be reflected on this checklist. If the applicant has any questions regarding the regulations, the applicant should consult the Zoning Ordinance or contact City staff. City ordinances can be obtained from the City of Kyle and on line at www.cityofkyle.com.

Project Name: _____

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

The following items are required to be submitted to the Planning Department in order for the Application to be accepted.

___ 1. Completed application form with owner's original signature.

___ 2. Application fee: \$190.21, plus \$3.78 per acre or portion thereof.

Total Fee: _____

___ 3. A map or plat showing the area being proposed for change and the zoning classification of all abutting zoning districts, all public and private right-of-ways and easement bounding and intersecting the property.

___ 4. A site plan and building elevations drawn to scale showing at a minimum, the lot dimensions, size, shape, and dimensions of the proposed and/or existing structure(s); the location and orientation of the structure(s) on the lot and the actual or proposed building setback lines; and all points of ingress and egress. 2 paper copies and 1 digital file must accompany the application.

___ 5. Applications shall be accompanied by 2 paper copies and 1 digital file of appropriate, relevant colored elevations showing at a minimum, the design, use of materials, finish grade line, landscaping, signage and orientation of the buildings and any significant architectural features.

___ 6. Copy of Deed showing current ownership.

***** A submittal meeting is required. Please schedule an appointment with Debbie Guerra at (512) 262-3959 to schedule an appointment.**

**Please note: The Commission/Council may also require the submission of colored perspectives or architectural renderings in applications or any other information it deems reasonable and/or useful in review of the application.*