



**City of Gainesville**  
 104 West Hird Street  
 Gainesville, Texas 76240  
 940-668-4799

**SPECIAL USE PERMIT (PERMANENT & TEMPORARY)**

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**Description of Property**

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Name of Subdivision: \_\_\_\_\_ Lot & Block Number: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ Survey: \_\_\_\_\_

Abstract: \_\_\_\_\_ Existing Zoning\*: \_\_\_\_\_

Physical Address (If Assigned): \_\_\_\_\_

Location of Property (Use directional N.S.E.W. when possible): \_\_\_\_\_

Located in Floodplain\*\*  Floodway  1% / 100 Year  5% / 500 Year  No

*\* IF SUBDIVISION OR REZONING OF THE PROPERTY IS REQUIRED, THEN IT MUST BE COMPLETED PROR TO THE PROCESSING OF THE SUP.*

*\*\*IF PROPERTY IS LOCATED IN A DESIGNATED FLOODPLAIN, A FLOODPLAIN APPLICATION AND ALL SUPPORTING DOCUMENTATION MUST BE SUBMITTED AND APPROVED PRIOR TO PROCESSING SPECIFIC USE PERMIT REQUEST.*

**Owner (Applicant) Information**

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**Owner**

**Applicant**

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

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

Company: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner (Applicant) Information – FOR PERMANENT USES**

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Proposed Land Use: \_\_\_\_\_  
\_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

Days of week and hours of operation: \_\_\_\_\_

Square Footage of lot: \_\_\_\_\_ Square Footage of structures on premises: \_\_\_\_\_

Do you have a Certificate of Occupancy?  Yes  No

First time application or renewal?  First Time  Renewal

Is SUP for alcoholic beverage sales?  Yes  No

**Attachments**

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Current property survey  (Attach to Form)

Listing of all property owners within 200' of real boundaries  (Attach to Form)

Site Plan drawn to scale\*  Four sets of 24" X 36"

Two sets of 11" X 17"

One set in PDF (required)

Certificate stating all City and school taxes have been paid  (Attach to Form)

Copies of approved floodplain documentation (if required)  (Attach to Form)

**\*Site Plan Requirements Checklist**

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The dimensions, bearing and street frontages of the property.

The locations and dimensions of buildings and structures, and the use of same.

Off street parking and loading requirements.

The methods of ingress and egress to the property and structures.

Screening; lighting and landscape plans (per City Landscape Ordinance), as required.

Traffic impact analysis by a traffic engineer as required.

- The location, caliper and names (both common and scientific) if all trees on the property within 100' if any proposed construction activity.\*
- Storm water drainage plans and calculations by a Civil Engineer for any new construction project.\*\*
- For any new construction project, submit floor plans, foundation plan with soil test results, building elevations by a design professional and landscaping plans by a landscape architect as a minimum.
- Any additional information, plans or documentation required by Community Services Director or City Planner.

*\*TREES IN CLOSE PROXIMITY TO EACH OTHER THAT ALL HAVE A CALIPER OF LESS THAN EIGHT INCHES MAY BE DESIGNATED AS A GROUP OF TREES WITH ONLY THE NUMBER NOTED.*

*\*\*ALL DRAINAGE PLANS ARE TO BE IN ACCORDANCE WITH THE CITY OF GAINESVILLE PUBLIC WORKS DEPARTMENT DRAINAGE ORDINANCE.*

**Owner (Applicant) Information – FOR TEMPORARY USES**

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- Proposed use: 40' construction containers
- Dates of use (dd/mm/yyyy): \_\_\_\_\_
- Purpose of use: \_\_\_\_\_
- Square footage of lot: \_\_\_\_\_
- Square footage of proposed use: \_\_\_\_\_
- Will the proposed use be located in a floodplain?  Yes  No
- Do you have a certificate of occupancy?  Yes  No

**Attachments**

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- Amended site plan for temporary use

**OWNERS ACKNOWLEDGEMENT**

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I hereby certify that I am the owner of the above described property for the purpose of this application and further certify that the information provided herein is true and correct.

Owner's Signature: \_\_\_\_\_

Owner's printed name and title: \_\_\_\_\_

In lieu of representing this request myself as the owner of the subject property, I hereby authorize the person designated above as applicant to represent this request on my behalf. The applicant will be the principal contact person with the City of Gainesville in processing and responding to requirements, information or issues relevant to this request.

Owner's Signature: \_\_\_\_\_

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

FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Fee Paid Y / N: \_\_\_\_\_ Receipt#: \_\_\_\_\_ Case Number: \_\_\_\_\_ P&Z Date: \_\_\_\_\_