

CITY OF HURST, TEXAS

SPECIAL USE PERMIT CHECKLIST

* Submit a notarized letter giving the applicant permission from the property owner(s) to request the Special Use Permit
* Submit digital PDF’s of the proposed development drawn at an engineering scale of 1” = 200’ or larger on a 24”x36” sheet size
* The following items are required to be shown on the site plan for consideration of the Special Use Permit

|  |  |  |
| --- | --- | --- |
| **ON PLAN** | **N/A** | **BASIC SITE INFORMATION** |
|  |  | Detailed legal description of proposed site |
|  |  | Acreage of proposed site |
|  |  | Zoning of proposed site and abutting lots |
|  |  | Site plan of proposed site |
|  |  | Location of all fire hydrants, on and off-site |
|  |  | Location of all freestanding signage with proposed sign area |
|  |  | Location of exterior lighting  |
|  |  | **BUILDING INFORMATION** |
|  |  | Location of existing structures |
|  |  | Location of proposed structures |
|  |  | Proposed use of each structure |
|  |  | Height of each structure |
|  |  | Gross floor area and floor plan of all structures |
|  |  | Location of entrances and exits to all buildings |
|  |  | Front, rear, and side elevation of the structures |
|  |  | Signage elevation and proposed sign area |
|  |  | **LANDSCAPE PLAN** |
|  |  | Location of existing landscaping |
|  |  | Location, species, and quantity of all proposed landscaping |
|  |  | Location and lay-out of existing irrigation |
|  |  |  |
|  |  | **PARKING AREA** |
|  |  | Total number of parking spaces provided |
| **ON PLAN** | **N/A** |  |
|  |  | Total square feet and parking required for site or shopping center |
|  |  | Marked parking spaces showing width and depth |
|  |  | Parking marked and designated for disabled persons |
|  |  | Location and size of loading areas |
|  |  | Driveway line markings |
|  |  | Location and width of all curb cuts and driving lanes |
|  |  | Location of outside waste facilities and screening |
|  |  | Layout of fire lanes with inside lane boundary with radius equal to 30 ft. |
|  |  |  |
|  |  | **CERTIFICATE OF OCCUPANCY REQUIREMENTS FOR PACKAGED ALCOHOL SALES** |
|  |  | Scaled drawing with distance from any public schools, public churches, or hospitals  |
|  |  | Detailed floor plan including locations of coolers, specialty areas, check-out areas, and ingress/egress points. |
|  |  | Proposed security plan including security cameras, alarm system, alarm monitoring, video and audio recording, drop safe, security signs, height markers, safety training programs |
|  |  |  |

Owner / Developer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant/Representative Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_