



For Office Use Case No. _____

City of Gonzales Specific Use Permit (SUP) Checklist

Incomplete submissions will NOT be accepted

Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Legal Metes and Bounds (field notes) or copy of property deed containing legal description
- Certified Copy of a Tax Certificate showing no taxes owed (if taxes are owed submit Tax Receipts with the Certificate showing a zero balance owed)
- Required Fees (see fee schedule)
- Letter of Intent (see letter of intent requirements below)
- 1 copy of the site plan exhibit
- Digital copy in .pdf format of entire application submission (application, checklist, site plan, etc.) on CD or USB drive
- Any additional information required by this application, City Staff, City Codes & Ordinances and State Statutes, needed to evaluate this SUP request

Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.
- Prior to application submittal, we strongly recommend setting up and attending a pre-submittal meeting.
- Please refer to the Code of Ordinances for questions or concerns in respect to site development and development standards.

Complete Application Submittals and Questions may be directed to the following:

City Secretary
820 St. Joseph Street
Gonzales, TX 78629
830.672.2815
citysecretary@gonzales.texas.gov

Letter of Intent Requirements

The letter of intent is a narrative to describe the SUP request and generally should contain the following:

- Describe in detail the location of the property (Example: approximately 125 feet South of Main Street or distance from an intersection.). Additionally, include the Gonzales County Appraisal District property identification no. and address when available.
- Define acreage of subject property and current zoning district
- Specify proposed land uses with specific operations defined.
- Square footage of any proposed buildings or structures.
- Please specify if the proposed development will be developed in phases.
- If there is going to be more than one land use, will each use be operated and maintained by one owner (Example: Church and Daycare/School).
- Detail and special considerations (i.e. requested waivers, or variances).
- Any additional information from the owner/applicant to thoroughly describe the SUP request.
- The letter of intent must provide the signature and contact information of the owner or applicant.

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SUP Site Plan Requirements

Applicant	Staff	Not Applicable	<p align="center">Site Plan Exhibit Technical Requirements <i><u>**Do not leave any items unchecked**</u></i></p>
			1) Title block with subdivision name or survey name & abstract number, and preparation date
			2) Name, address, and phone number of owner, applicant (if different from owner), engineer and surveyor (as applicable)
			3) North arrow and scale appropriate for the level of detail, include a graphical scale
			4) Legend if abbreviations or symbols are used
			5) Property boundaries and dimensions
			6) Location of existing and proposed rights-of-way and easements
			7) Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
			8) Distances to nearest cross street intersection (not needed if property is located adjacent to an intersection)
			9) Existing and proposed improvements to the property including measurements or dimensions (buildings/structures, paving, parking lots, landscaped areas, etc.)
			10) Location of any accessory items (kiosks, drop boxes, accessory structures, etc.)
			11) Any other information required/requested by this application, City Staff, City Codes & Ordinances and State Statutes

Preparer's Signature: _____

Date: _____

Printed Name: _____