



SPECIFIC USE PERMIT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFORMATION

Applicant Name: _____
 Applicant Phone / Email: _____
 Property Owner (if different): _____
 Project Name: _____
 Project Location / Legal Description: _____
 Proposed Use Requiring the SUP: _____
 Zoning District: _____

This checklist identifies the information and documents required for a complete Specific Use Permit application. A Specific Use Permit is reviewed by staff, receives a recommendation from the Planning and Zoning Commission following a public hearing, and is decided by the City Council following a public hearing. Applications that are not accompanied by all documents required by the UDC and prepared in accordance with the UDC will not be accepted for processing.

APPLICATION TYPE

	Type	UDC	Notes
☐	New Specific Use Permit	§ 3.5.6	Use shown as "S" on the Use Chart for the district
☐	Specific Use Permit – residential adjacency	§ 3.4.7.C	Use located within 200 feet of residential uses
☐	Specific Use Permit – building exceeding Maximum Building Footprint or Maximum Building Height	§ 3.5.6.B.5	Section D of this checklist also applies
☐	Amendment to an approved Specific Use Permit	§ 3.5.6.F.1	Processed as a new Specific Use Permit request

A Site Plan is required with every Specific Use Permit application. The City Manager or designee may waive the requirement that the Site Plan be fully engineered, in which case a non-fully-engineered Site Plan is still required. The requirement for a Site Plan itself is not waived. Action on the Specific Use Permit includes action on the associated Site Plan.

SUBMITTAL, FEES, AND DIGITAL STANDARDS

Submittal calendar. New applications are accepted only on the official submittal dates shown on the City's published Development Schedule.

Digital submittal. The City uses MyGovernmentOnline (MGO). Combine documents under the headings shown in this checklist, flatten all PDFs, and name files for easy readability. See the MyGovernmentOnline User Guide at www.MyGovernmentOnline.org.

Fees. Upon acceptance, the application is converted to a project, a case number is assigned, and Specific Use Permit and Site Plan fees are assessed in MGO according to the adopted Fee Schedule. All fees must be paid in full (UDC § 1.4.2.C.1; § 3.5.4.E.1). An application is not complete until the required fees have been paid.

Indebtedness. The City will not accept or review for completeness an application from a property owner owing delinquent taxes, assessments, fees, or other debt related to the subject property until the amount is paid or payment arrangements are made, and will not approve a Site Plan until the owner provides evidence of payment (UDC § 1.4.2.D; § 3.5.4.E.2).



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SPECIFIC USE PERMIT PROCESS

- 1. Pre-Application Meeting (UDC § 1.3).** Before filing, the owner may consult with the Planning Director and other City staff concerning compliance with all applicable ordinances and regulations.
- 2. Submittal and Completeness Review (UDC § 3.5.1.C).** The Responsible Official will not accept an application for processing unless it is accompanied by all documents required by the UDC and prepared in accordance with the UDC. A typographical error does not by itself constitute an incomplete application. Upon acceptance, a case number is assigned and fees are assessed in MGO. No application may be accepted for processing or approved until the Responsible Official issues a Certificate of Completeness. If the application is incomplete, the City will provide written notice specifying the necessary documents or information and the date the application will expire, issued not later than the tenth (10th) business day following the Official Vesting Date. Issuance of a Certificate of Completeness certifies only that the application is administratively complete and ready for review. It is not a determination that the application complies with the UDC and does not imply or indicate that the City will approve the application. Once complete, the application is routed for technical review.
- 3. Expiration of an Incomplete Application (UDC § 3.5.1.D).** An application automatically expires at the close of business on the forty-fifth (45th) calendar day after the Official Vesting Date if the applicant fails to provide the documents or information specified in the City's written notice. The expiration date runs from the Official Vesting Date, not from the date of the deficiency notice, and is not extended by resubmittal correspondence or by the Development Schedule. After expiration, a new application and new fees are required.
- 4. Site Plan (UDC § 3.5.4.C.1(vii); § 3.5.6.C).** A Site Plan is a required part of the Specific Use Permit application and must be submitted concurrently. The City Manager or designee may waive the requirement that the Site Plan be fully engineered, in which case a non-fully-engineered Site Plan is still required. Where the waiver is granted and the project includes more than two (2) buildings, a Master Plan is required in addition to the Concept Plan and images.
- 5. Public Notice and Hearings (UDC § 3.5.6.C.2(iv); § 3.1.8; § 1.4.3).** Specific Use Permits require public hearings and City Council approval.
 - a. The Planning Director will publish public notice and mail individual notices to property owners within 200 feet of the subject property, according to the same requirements applicable to a zoning change request. The Director will also post a sign on the property at least eleven (11) calendar days before the hearing, one per frontage.
 - b. The Planning and Zoning Commission will conduct a public hearing, consider the report of the Planning Director, and make a recommendation to the City Council.
 - c. If the Planning and Zoning Commission recommends denial, the City Council may approve the application only by a simple majority.
 - d. The City Council may, after conducting a public hearing, vote to approve, approve with conditions, or deny the Specific Use Permit and associated Site Plan.
- 6. Conditions of Approval (UDC § 3.5.6.D).** The City Council may approve a Specific Use Permit on the condition that modifications or improvements be made to bring the property or site into conformance with the UDC or to mitigate the impact of the use. The Planning and Zoning Commission or the City Council may require additional information beyond that required by this checklist, including studies, data, or expert evaluation. **No Specific Use Permit may be approved that is not in conformance with the Comprehensive Plan and the UDC.**
- 7. Effect of Approval (UDC § 3.5.6.E).** If an applicant does not withdraw the Specific Use Permit request prior to City Council approval, that constitutes evidence of the applicant's willingness to accept and agree to be bound by and comply with the ordinance adopting the Specific Use Permit and all supporting documentation, including business and operational plans, floor plans, required improvements, conditions of approval, and the minimum requirements of the zoning district in which the property is located.
- 8. Expiration of an Approved Specific Use Permit (UDC § 3.5.6.G).** Unless otherwise specified by the adopting ordinance, a Specific Use Permit expires if the applicant does not obtain a Building Permit or Certificate of Occupancy within twelve (12) months of City Council approval, or after six (6) months of continuous disuse or vacancy of the building or property. An amendment to an approved Specific Use Permit is processed as a new Specific Use Permit request.

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REQUIRED ITEMS FOR A COMPLETE APPLICATION

Section D applies only to a Specific Use Permit for a building proposed to exceed the Maximum Building Footprint or Maximum Building Height.

Required Item	UDC Citation
A. Application Information	
☐ Signed application form and signed copy of this checklist	§ 3.5.4.E.3; § 3.5.1.C
☐ Deed showing current ownership	Checklist
☐ Notarized Verification of Land Ownership executed by all persons or entities with an ownership interest	Checklist
☐ Authorization to apply on behalf of the owner (if applicant is other than the owner)	§ 1.4.2.A.2(ii)
☐ Current title commitment (dated within one year), title opinion letter, or other Proof of Ownership. If the title commitment is older than one year, submit a property report and nothing further certificate.	Checklist
☐ Original tax certificate issued by the Travis Central Appraisal District showing no taxes due, and evidence of payment of any other indebtedness to the City related to the property	§ 1.4.2.D; § 3.5.4.E.2
☐ Written consent to the SUP application from each lienholder on the property (if applicable)	Checklist
☐ Covenants and deed restrictions, newly applicable and previously recorded	Checklist
☐ Survey (boundary survey or plat, including metes and bounds, sealed by a licensed surveyor)	Checklist
B. Project Summary – narrative addressing each of the following topics	
☐ Compliance with City ordinances. State whether the Site Plan complies with all applicable provisions of Article 3. If it does not, a Zoning Variance application is required for each variance and must be determined before the SUP application.	§ 3.5.6.C.2(ii)(1); § 3.6
☐ Comprehensive Plan. Identify the property's Future Land Use Map designation. If the designation is incompatible with the requested SUP, a Future Land Use Map Amendment must be determined before the SUP application.	§ 3.5.6.C.2(ii)(2); § 3.5.6.D.4
☐ Compatibility with adjacent properties. Describe existing adjacent uses on all sides and how the proposed use is compatible with them or how adverse impacts will be mitigated. Address the residential adjacency standards.	§ 3.4.7; § 3.5.6.C.2(ii)(4)
☐ Adequacy of buildings and structures. Describe whether the buildings and structures to be used in the operation of the SUP are adequate to support the use or can be improved to support it.	§ 3.5.6.C.2(ii)(3)
☐ Impact on natural resources. Identify all natural resources and distinguishing natural features on site, including water bodies, slopes greater than 25 percent, trees, and land forms, and how they will be protected or preserved. Identify soil types.	Checklist
☐ Vehicular and pedestrian circulation, including demonstration of pedestrian connectivity within the project and to adjacent properties	§ 3.5.4.F.1(i)(2), (6)
☐ Street safety and design. Describe size and configuration of proposed streets and conformance with requirements imposed by emergency service providers and the Technical Manuals.	§ 2.5.4; § 3.5.4.F.1(i)(9)
☐ Off-street parking and loading. Describe design, quantity, and location.	§ 3.4.2; § 3.5.4.F.1(i)(8)
☐ Consistency with the Thoroughfare Plan. Identify any inconsistencies.	§ 3.5.4.F.1(i)(6)
☐ Landscaping and screening. Describe proposed landscaping and screening relative to buffering adjacent properties from lights, noise, movement, or activities.	Article 5; § 3.5.4.F.1(i)(7)
☐ Lighting. Describe proposed lighting.	§ 6.2; § 3.5.4.F.1(i)(10)
☐ Open space. Describe location, size, accessibility, configuration, and programming of all open space.	§ 3.5.4.F.1(i)(11)
☐ Utilities. Describe conceptual plans for water, wastewater, drainage, solid waste disposal, and water quality infrastructure.	§ 3.5.4.F.1(i)(3), (4)
☐ Conditional standards. If the use is subject to conditional standards, describe how the applicant intends to meet them.	§ 3.4.8
C. Site Plan	
☐ Fully-engineered Site Plan prepared in accordance with the Site Plan Application Checklist	§ 3.5.4.C.1(vii); § 3.5.6.C.2(ii)(6)
☐ Where the City Manager or designee has waived the fully-engineered Site Plan requirement: a non-fully-engineered Site Plan adequate to convey conformance with all applicable UDC requirements, adequacy for the proposed use and structures, and conformance with any proposed concept or master plan	§ 3.5.6.C.1; § 3.5.6.C.1(i)
☐ Where the fully-engineered Site Plan requirement is waived and the project includes more than two (2) buildings: a Master Plan in addition to the Concept Plan and images	§ 3.5.6.C.1(ii)
☐ Alternative Compliance request, clearly delineated on the Site Plan and described in narrative form with references to the UDC sections that allow Alternative Compliance (if applicable)	§ 3.5.3.A.3



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☐ Approved Subdivision Waiver, where the Site Plan conflicts with a requirement or standard of Article 2 (if applicable)	§ 3.5.6.C.2(iii)(5); § 2.6.1
D. Additional Requirements – Buildings Exceeding the Maximum Building Footprint or Maximum Building Height	
☐ Circulation amenities. Description of the on-site multimodal circulation system connecting to public streets and neighborhoods, with pathways differentiated from driving surfaces by a change in materials, and identification of at least one substantial amenity for every 2,500 square feet of structure footprint.	§ 3.5.6.B.5(i)
☐ Facades and exterior walls, including sides and backs. Description of architectural treatment reducing massive scale and uniform appearance, with treatment of sides and rear comparable to the front facade.	§ 3.5.6.B.5(ii)
☐ Roofs. Description of roof articulation and architectural features, the appearance of two or more roof planes, parapet treatment, and light-colored, vegetative, or photovoltaic roofing.	§ 3.5.6.B.5(iii)
☐ Building design. Demonstration of a direct unencumbered multimodal connection to an abutting street, parking not located along the primary street of the building, and a minimum ten foot (10') buffer between parking areas and all bike trails, pedestrian ways, and public sidewalks.	§ 3.5.6.B.5(iv)
☐ Adaptability for reuse and compartmentalization. Description of design elements allowing interior subdivision into separate tenancies, adaptable facades and entrances, shared or connected parking, and complementary landscaping.	§ 3.5.6.B.5(v)
☐ Renewal plan providing for rehabilitation or redevelopment of the structure in the event of closure or relocation by the original occupant, including a maintenance plan for normal repairs and upkeep of the building, parking lot and surfacing, landscaping, signage, and elimination of ghost signage.	§ 3.5.6.B.5(vi)
☐ Redevelopment agreement, where required by the City	§ 3.5.6.B.5(vii)
E. Fees and Digital Standards	
☐ Specific Use Permit and Site Plan fees paid in full per the adopted Fee Schedule, assessed in MGO upon acceptance	§ 1.4.2.C.1; § 3.5.4.E.1
☐ PDF flattening, file naming, and document grouping in accordance with the MGO submittal standards and the headings of this checklist	Checklist

Items marked “Checklist” are administrative submittal requirements adopted by the Planning Director under UDC § 1.4.2.B.1 and § 3.5.4.E.3. The Planning and Zoning Commission and the City Council may require additional information beyond that required by this checklist under UDC § 3.5.6.D.3.

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CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application and checklist and that all information shown hereon is correct and complete to the best of my knowledge. I acknowledge that an incomplete application will expire at the close of business on the forty-fifth (45th) calendar day after the application's Official Vesting Date if the deficiencies identified in the City's written notice are not addressed by that date. I further acknowledge that if the Specific Use Permit request is not withdrawn prior to City Council approval, that constitutes evidence of the applicant's willingness to accept and be bound by the ordinance adopting the Specific Use Permit and all supporting documentation and conditions of approval.

Signature

Name (printed)

Title

Date