

**CITY OF BURKBURNETT  
SPECIFIC USE  
APPLICATION**

OFFICE USE:

CASE NO. \_\_\_\_\_

FEE PAID \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description

\_\_\_\_\_  
Lot(s)

\_\_\_\_\_  
Block

\_\_\_\_\_  
Section

\_\_\_\_\_  
Subdivision

Tax Account No. \_\_\_\_\_

Proposed Use \_\_\_\_\_

Present Use \_\_\_\_\_ Zoning \_\_\_\_\_

Property Platted ?    ☐    Yes    ☐    No

Applicant's Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that all information contained herein is true and correct; that I have been informed of the date and time that this request will be considered by the Planning and Zoning Commission; and that all required submissions (see reverse) have been provided.

Applicant's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Owner's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Note:

- Application must be submitted with a site plan.
- See reverse side for instructions for site plan submission requirements.

**Permit**      (To be completed by the Planning Department .)

A conditional use permit is hereby:

- ☐    Approved  
☐    Disapproved  
☐    Conditionally Approved (conditions attached) based on the Planning and Zoning Commission's action on \_\_\_\_\_.

NOTE:      A CONDITIONAL USE PERMIT IS VALID FOR 1 YEAR UNLESS A BUILDING PERMIT IS ISSUED AND CONSTRUCTION IS ON GOING.

\_\_\_\_\_  
Director of Planning

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR SPECIFIC USE APPLICATION

### SUBMISSION REQUIREMENTS

For a **carport** within the front or exterior side setback, submit a copy of a site plan showing the following:

1. Existing house with dimensions to the front and side property lines.
2. Any existing alley.
3. Proposed carport size and location.

For **all other uses** submit a site plan showing the following:

1. The location, height, and intended use of existing and proposed buildings.
2. The location and number of existing and proposed parking and loading areas and curb cuts.
3. The location and height of existing and proposed site improvements including signs, lighting, fencing, landscaping, etc.
4. The location and dimension of boundary lines, easements and required setbacks of all existing and proposed buildings.

### PROCEDURE

1. Submit completed application at least 21 days prior to the Planning & Zoning Commission meeting date along with a **\$67.50** fee. The Commission meets the first Monday of every month in the Council Chambers, City Hall, 501 Sheppard Road, Burkburnett TX 76354.
2. Appear before the Commission on the scheduled date.

### NOTIFICATION

1. Planning Division staff will mail a copy of the staff report to the applicant ten (10) days prior to the Planning and Zoning Commission meeting.
2. Planning Division staff will notify property owners within 200 feet of the site at least ten (10) days prior to the Planning and Zoning Commission meeting.

### APPEAL

1. If you do not agree with the decision of the Planning and Zoning Commission, you may appeal to the City Council.
2. The appeal must be made within sixty (60) days of the Planning & Zoning Commission meeting.
3. Obtain Appeal application from the Planning Division office and return along with a \$30 fee.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE PLANNING DIVISION AT (940) 569-2263.