



CUP Application Checklist

- _____ Notice has been published in both the Horseshoe Bay Beacon and The Highlander newspapers not less than ten (10) days before the council meeting when the application will be considered. (Affidavits of Publication submitted or copies of newspaper publications attached - dates _____).
- _____ Written notice of this application mailed to the owners of property, so as to be received not less than sixteen (16) days prior to Council meeting, lying outside of the replat boundaries and within 200 feet of those boundaries as indicated on the most recently approved municipal tax roll, or in the case of a replat within the ETJ regulated by the City, the most recently approved County tax roll of the property upon which the replat is requested. The written notice may be delivered by depositing the notice properly addressed with postage prepaid, in a post office or postal depository within the municipal boundaries.
- _____ Site plan with sufficient detail to explain proposed use
- _____ An Ordinance approving the Conditional Use is required – staff will either prepare the Ordinance or review the submitted Ordinance.
- _____ Certification from the appropriate representative of the Subdivision where the property is located stating that the CUP complies with existing restrictive covenants.
- _____ Acknowledgement from the LCRA (10,000 sq. ft. of impervious cover proposed) that non-point source pollution requirements are being complied with. (Copy submitted.)
- _____ Permit fee in the amount of \$ 100.00
- _____ Architectural Control Committee approval
- _____ Present at City Council Meeting