



CITY OF HORSESHOE BAY
1 Community Drive
P.O. Box 7765
Horseshoe Bay, Tx 78657
830-598-9959

DEVELOPMENT SERVICES DEPARTMENT
DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS
PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT
CODE ENFORCEMENT

Application for Conditional Use Permit

Date: _____

Owner/Applicant Name: _____

Address/Mailing Address: _____

E Mail Address: _____

Phone Number(s): _____

Property Address (if different): _____

Legal Description (Plat Name): _____ Lot Number: _____

Subdivision or Zone: _____ Zoning Classification: _____

Site Area (acres or square feet): _____

Describe Conditional Use you are Applying for: (Attach additional sheets if necessary)

Current Use of Property: _____

Are all the Checklist requirements being supplied? Yes _____ No _____
If not, please explain _____



Conditional Use Permit Checklist

Notice has been published in both the Horseshoe Bay Beacon and The Highlander newspapers at least sixteen (16) days prior to each public hearing when the application will be considered.

Affidavits of Publishers submitted.

Copies of newspaper publications – dates: _____

Notice of the public hearing shall be provided to all property owners within two hundred feet (200') of the affected property at least sixteen (16) days prior to the public hearings.

Copy of notice mailed to property owners and dates mailed submitted.

List of all property owners notified with names and addresses submitted.

Site plan (including items in Section 14.02.306)

Final Plat

Signed Application, in writing using forms prescribed by the city accompanied by application fee of \$300.00.

Copy of Acknowledgement from the LCRA that non-point source pollution requirements are being complied with.

You or your designated agent must be present at the City Council meeting.

Certification:

I hereby certify that the above information is true and correct.

Owner's/Agent's Signature

Owner's/Agent's Printed Name

Date

Sample Public Notice

PUBLIC NOTICE CITY OF HORSESHOE BAY

There will be a public hearing by the City of Horseshoe Bay Planning & Zoning Commission (or City Council) concerning an application for a Conditional Use Permit (CUP) by _____ for a _____

_____ located at _____, and legally described as Lot No. _____ of _____ Plat No. _____ in _____ Subdivision at the regularly scheduled City of Horseshoe Bay Planning & Zoning Commission (or City Council) Meeting, beginning at 3:00 PM on _____, 20____, followed by discussion and action on same.

The public hearing will be held at the City Council Chambers, #1 Community Drive, Horseshoe Bay, Texas. You may provide comments regarding this CUP at the public hearing, or any time prior to the hearing, in writing or by calling the City Development Services Department at 830-598-9906.

(INSERT MAP)

Note: Public Notice must be approved by the Development Services Director prior to being published and mailed, or it is not considered legal notice.