



**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**

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## **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): \_\_\_\_\_

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

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Current Use of Property: \_\_\_\_\_

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Are all the Checklist requirements being supplied? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please explain \_\_\_\_\_

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### 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.