



PROCEDURE TO BE FOLLOWED TO OBTAIN A SPECIFIC USE PERMIT

A. Application and Processing Fee

A formal application is to be made to the Planning and Zoning Commission for any Specific Use Permit. Upon the filing of any application for a Specific Use Permit, the applicant shall pay, to the City of Canyon, Texas: Application fee of \$150, \$10 Technology Fee, Mailed Public Hearing Notices \$1 each, and Newspaper Notice \$75. Upon receipt of the application and the processing fees, the Planning and Zoning Commission will forward its recommendation to the City Commission.

B. Meeting Times of Planning and Zoning Commission

The Planning and Zoning Commission will meet on the 2nd Monday of each month. The application must be submitted at least 30 days prior to the scheduled meeting. The applicant will receive notification of such meeting time.

C. Public Hearing and Final Action

Upon receipt of the Planning and Zoning Commission's recommendations, a public hearing date will be set. Notice of such hearing will be given not less than ten (10) days prior to the hearing. Such notice will be advertised in the Canyon News.

Upon completion of the public hearing, the City Commission will approve or reject the application by simple majority vote.



APPLICATION FOR A SPECIFIC USE PERMIT

Application is hereby made to the Planning and Zoning Commission for a *Specific Use Permit*, as set forth in the Zoning Ordinance.

Applicant: _____

Applicant
Address: _____

Applicant
Email: _____ Phone _____

Description of Property

Lot(s): _____

Block: _____

Addition: _____

Physical
Address: _____

Square
Footage: _____

Frontage
(in feet): _____ on _____ St or Ave

Applicant's
Interest In
Property: _____
(owner, agent, lease, option, etc.)

Zoning of
Area: _____

Proposed use for Specific Use Permit:
(Yard area, parking spaces, etc. proposed – **Please attach a scaled drawing**)

(Signature of Applicant & Date)

(Printed Applicant Name)

Date received: _____