



Town of Bartonville

Application for Conditional Use Permit

All applications must be submitted in accordance with the Submission Schedule attached hereto. Please complete the attached checklist. A site plan application must be submitted with all Conditional Use Permit Applications.

Applicant (Owner or Agent, Specify): _____

Mailing Address: _____

Phone: _____

Fax: _____

Email Address*: _____

(*This will be the primary method of communication)

Owner's Name(s) if different¹: _____

Owner's Address: _____

Phone: _____

Fax: _____

General Location of Property: _____

Current Zoning: _____

Legal Description of Property: _____

(Attach Complete Metes and Bounds Description)

Use Being Requested (In accordance with Appendix C:Land Use Table, of the Town of Bartonville's Comprehensive Zoning Ordinance: _____)

I hereby certify that the information concerning this proposed zoning change is true and correct and that I am the owner of record or the authorized for the owner of the above described property.

Signature of Applicant/Owner

Date

STAFF USE ONLY:

Date Submitted: _____

Fee Paid: _____

Accepted By: _____

Check No. : _____

P & Z Public Hearing: _____

Metes & Bounds Attached: Yes No

Council Public Hearing: _____

Notarized Statement: Yes No N/A

¹ A NOTARIZED statement that authorizes the agent to represent the owner(s) in this matter must be attached to this application.

All applications must contain the required information as specified in the Town of Bartonville’s Comprehensive Zoning Ordinance, (Code of Ordinances, Chapter 14, Exhibit “A”), including but not limited to Chapter 16 relating to conditional use permits.

ITEMS TO BE INCLUDED:

✓

	Completed Application
	Notarized statement signed by each property owner
	Tax certificate indicating no taxes are due
	Application Fee
	Completed Site Plan Application and documentation (to be submitted on a separate form)

APPLICATION REVIEW PROCEDURES

Upon initial submittal, your case will be distributed to the following for review: Bartonville Water Supply Corporation or Argyle Water Supply Corporation (as applicable), the Argyle Volunteer Fire District and the Town Engineer and other members of the Development Review Committee (DRC). The Plan(s) will then be scheduled for a DRC meeting (see attached schedule). At the DRC meeting, each department will furnish a copy of comments/concerns to the applicant. Once the plans are corrected, revisions must be submitted. The revisions will then go before the Planning and Zoning Commission (P&Z) for their review and recommendation. Once the P&Z Commission has made their recommendation, the Town Council will review and take action on the application.

SUBMITTAL REQUIREMENTS FOR DEVELOPMENT REVIEW COMMITTEE (DRC):

**See attached schedule for submittal deadlines.

Upon initial submittal the following is required

1. A set of ten (10) full size plans;
2. One (1) 11” X 17” copy; and
3. A digital copy of the plans in pdf form to be submitted via CD.

SUBMITTAL REQUIREMENTS FOR P&Z COMMISSION:

**See attached schedule for submittal deadlines.

Once the DRC has made their recommendation, the following is required on or before the deadline for revisions to the P&Z in accordance with the attached schedule:

1. An additional set of ten (10) full size plans;
2. One (1) 11” X 17” copy; and
3. A digital copy of the plans in pdf form to be submitted via CD.

SUBMITTAL REQUIREMENTS FOR TOWN COUNCIL:

**See attached schedule for submittal deadlines.

Once the P&Z Commission has made their recommendation, the following is required on or before the deadline for revisions to the Council in accordance with the attached schedule:

1. An additional set of ten (10) full size plans;
2. One (1) 11” X 17” copy; and
3. A digital copy of the plans in pdf form to be submitted via CD.

EXPIRATION OF CONDITIONAL USE PERMIT

A conditional use permit shall expire if:

1. A building permit for the use has not been approved within one (1) year of the date of approval of the permit;
2. The building permit subsequently expires;
3. The use has been discontinued or abandoned for a period exceeding six (6) months; or
4. A termination date attached to the permit has passed.

CRITERIA FOR APPROVAL

A. Factors - When considering applications for a conditional use permit, the Commission and the Council shall evaluate the impact of the proposed conditional use on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the use at the particular location, and shall consider the extent to which:

1. The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Plan;
2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;
3. The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhood and includes improvements either on-site or within the public rights-of-way to mitigate development-related adverse impacts, such as traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods;
4. The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
5. The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets;
6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed conditional use on adjacent properties; and
7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood.

B. Conditions - The Commission may recommend and the council may require such modifications in the proposed use and attach such conditions to the conditional use permit as are necessary to mitigate adverse effects of the proposed use and to carry out the spirit and intent of this section. Conditions include but are not limited to matters related to limitation of building size or height, increased open space, increased impervious surface, enhanced loading and parking requirements, additional landscaping and improvements including curbing and pedestrian amenities, vehicular access and parking, placement or orientation of buildings and entryways, buffer yards, landscaping and screening, signage restrictions and design, maintenance of buildings and outdoor areas, duration of the permit and hours of operation.



NOTARY FORM

Town of Bartonville

THE FOLLOWING IS TO BE COMPLETED BY EACH OWNER THAT IS NOT SIGNING THIS APPLICATION.

Dated: _____

I, _____, owner of the Property located at _____ do hereby certify that I have given my permission to _____, to submit this conditional use permit application.

Print Name

Signature of Owner

Address

Phone No.

State of Texas §
County of _____ §

Before me, _____, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

Notary