



2015 / 2016 Zoning Submittal Packet

■ Specific Use Permit

Permits, Zoning & Code Enforcement

City of Stafford

2610 S Main St

Stafford, TX 77477

(281) 261 3945 Fax: (281) 261 3939



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City of Stafford
2610 S. Main St, Stafford, TX 77479
Tel: 281 261 3945 Fax: 281 261 3939

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IMPORTANT INFORMATION

PRE APPLICATION CONFERENCE

1. **Prior to any submission of any application**, applicants must schedule a meeting with staff to discuss their project.
2. Meetings should be scheduled a minimum of 7-10 business days prior to the submission deadline.
3. To schedule a meeting contact the Permits & Zoning Admin Assistant at (281) 261 3945.

APPLICATION SUBMITTAL

1. A completed application form and all supporting documentation should be received by the Permits, Zoning & Code Enforcement department by noon on the submission deadline: **The 3rd Monday the month prior to the scheduled meeting.**
2. Late applications will not be accepted. Applications delivered by courier will only be accepted if prior approval has been provided from the Zoning Administrator.

PUBLIC HEARINGS

1. Public hearings are required for the consideration of all zoning changes. Public hearings are held during Planning and Zoning Commission and City Council Meetings.
2. Applicants or their agents are required to attend the public hearing and be available to answer any questions.

PLANNING & ZONING COMMISSION CORRECTIONS

1. Typically all items referred from the Planning & Zoning Commission to City Council will be considered at the first regular City Council meeting after the P & Z meeting.
2. All revised information required as a result of the P & Z Commission recommendation must be submitted to the Zoning Administrator 7 days prior to the City Council meeting for which the item is scheduled.



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REGULAR MEETING SCHEDULE 2015

All submittals must be in no later than the 3rd Monday the month prior to the scheduled meeting

PLANNING & ZONING COMMISSION			CITY COUNCIL		
January	13	7:30 PM	January	21	7:00 PM
February	10	7:30 PM	February	18	7:00 PM
March	10	7:30 PM	March	18	7:00 PM
April	7	7:30 PM	April	15	7:00 PM
May	12	7:30 PM	May	20	7:00 PM
June	9	7:30 PM	June	17	7:00 PM
July	7	7:30 PM	July	15	7:00 PM
August	11	7:30 PM	August	19	7:00 PM
September	8	7:30 PM	September	16	7:00 PM
October	13	7:30 PM	October	21	7:00 PM
November	10	7:30 PM	November	18	7:00 PM
December	8	7:30 PM	December	16	7:00 PM

Any changes to the regular meeting schedule will be posted on the City Notice Boards and notifications will be placed in the media.



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REGULAR MEETING SCHEDULE 2016

All submittals must be in no later than the 3rd Monday the month prior to the scheduled meeting

PLANNING & ZONING COMMISSION			CITY COUNCIL		
January	12	7:30 PM	January	20	7:00 PM
February	9	7:30 PM	February	17	7:00 PM
March	8	7:30 PM	March	16	7:00 PM
April	12	7:30 PM	April	20	7:00 PM
May	10	7:30 PM	May	18	7:00 PM
June	7	7:30 PM	June	15	7:00 PM
July	12	7:30 PM	July	20	7:00 PM
August	9	7:30 PM	August	17	7:00 PM
September	13	7:30 PM	September	21	7:00 PM
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December	13	7:30 PM	December	21	7:00 PM

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City of Stafford

2610 South Main
Office Number (281) 261-3945

Stafford, Texas 77477
Fax Number (281) 261-3939

Application for Specific Use Permit

Applicant Name:

Mailing Address

Phone Number

Email Address:

Property Owners Name:

Legal Description and Address of Property:

Current Zoning of Subject Property:

The following must also be included with the application:

1. A signed consent of the owner of the property.
2. A detailed description of the specific use being requested for the property.
3. A detailed site plan of the subject property. (Include metes and bounds).
4. Pictures of artists renderings of proposed structures.
5. A non-refundable \$3,000.00 application fee.
6. A copy of deed restrictions applying to the subject property if any.
7. The names and addresses of all property owners within two hundred (200) feet of the subject property.

Signature:

Date:

Printed Name: