



APPLICATION FOR APPROVAL OF SPECIFIC USE PERMIT (SUP)

File No.: \_\_\_\_\_ Application Date: \_\_\_\_\_

P & Z: \_\_\_\_\_ C C: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Property

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ No. Acres: \_\_\_\_\_ Abstract No. & Tract(s): \_\_\_\_\_ Abstract No. & Tract(s): \_\_\_\_\_ Street Address/Location: \_\_\_\_\_

Specific Use Requested

Current Zoning: \_\_\_\_\_ Specific Use Requested: \_\_\_\_\_ Intended use of property and applicant's reasons for requesting change: \_\_\_\_\_

New Construction: \_\_\_\_\_ Existing Structure: \_\_\_\_\_ (Check only one)

Fee: Non-refundable Fee of \$3,000.00

Application must include:

- 1. A site plan included with the application (22 folded copies on ledger size paper - 24 x 36). 2. Receipt showing that all City of DeSoto property taxes has been paid. 3. If property has not been platted, will need a survey with metes and bounds.

By Signing the Specific Use Permit (SUP) application below, you grant permission to the City of DeSoto to enter said property and install a SUP Notification Sign.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Printed Name \_\_\_\_\_ Owner Printed Name \_\_\_\_\_

Property owner must sign application or submit letter of authorization

Received by the City of DeSoto in the amount of \$ \_\_\_\_\_ City Receipt No.: \_\_\_\_\_ Dated: \_\_\_\_\_ Agent for City of DeSoto \_\_\_\_\_



ATTENTION: Once application is submitted, the applicant has ninety (90) days to finalize the application, it must Address all comments made by staff. If the application is not completed within this time frame, the applicant will need to resubmit and pay required fees.

**CHECK LIST**  
**For**  
**SPECIFIC USE PERMIT (SUP)**

*For Initial Submittal, please provide:*

- \_\_\_\_\_ Completed Application (Including Owner's Signature or letter of authorization)
- \_\_\_\_\_ Appropriate fee to City of Desoto
- \_\_\_\_\_ Digital description of property by metes and bounds, unless property has already been platted.
- \_\_\_\_\_ One Tax Receipt, (city and school taxes) from DISD Tax Office, for each lot or tract of land involved in the SUP request.
- \_\_\_\_\_ If providing a site plan, please submit 22 folded copies (24X36), unless staff deems 11X17size is readable (additional plans may be requested, such as the landscape plan & elevations).

*Once staff review is complete and corrections are made, please submit:*

- \_\_\_\_\_ 12 corrected copies (11 x 17) of site plan for P & Z Commission meeting.
- \_\_\_\_\_ \*Digital presentation materials (i.e., power point) for P&Z and City Council meetings.

***\*The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***