

CITY OF SCHERTZ SPECIFIC USE PERMIT CHECKLIST

Incomplete packets will NOT be accepted

APPLICATION COMPLETENESS REQUIREMENTS:

- Fees including breakdown of calculations on a separate sheet
- Development Application signed by owner and notarized
- Mailing labels with name and address of all property owners within 200-feet of the site.
- This checklist (signed by applicant/representative)
- Legal Metes and Bounds (field notes) on an 8 1/2" by 11" sheet including surveyor seal and signature. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
- 15- Black line or blue line copies at (18" by 24") or (24" by 36") exhibits **folded** to no larger than 8 1/2" by 11" with title block facing front
- One 11" by 17" reduction of exhibit **folded** to no larger than 8 1/2" by 11" with title block facing front
- One (1) CD containing a digital copy of the plan in PDF format
- Agent Authorization Letter, as required
- Certified copy of a Tax Certificate for the subject property
- Site Plan in accordance with Section 21.12.14 of the Unified Development Code and the exhibit requirements below
- Any information required by this application or by the Unified Development Code

****Do not leave any items unchecked****

Applicant	Staff	Not Applicable	TECHNICAL REQUIREMENTS
			1 Title block located in <i>lower right corner</i> with subdivision name or survey name and abstract number, and preparation date
			2 Name, address, and phone number of owner, applicant and surveyor
			3 North arrow and scale appropriate for the level of detail (1"=100' or 1"=50'), include graphical scale Location/vicinity map
			4 Legend, if abbreviations or symbols are used
			5 Property boundary and dimensions
			6 Existing and requested zoning boundary lines
			7 A 200-foot notification boundary.
			8 Show the following information of all properties within the 200-foot notification area: a) Land use b) Zoning c) Subdivision name (if applicable) d) Owner name, property ID#, and address (provided on current tax rolls) e) Recording information
			9 Total gross and net acreage of existing and requested zoning
			10 Location of existing rights-of-way and easements with filing information
			11 Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
			12 If exhibit contains proposed thoroughfares add note: "The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment. Alignment is determined at time of final plat."
			13 Distances to nearest cross streets
			14 Topography at five (5) foot contours or less
			15 Add a note stating: "According to Flood Insurance Rate Map, Panel _____, dated _____, is located in zone(s) _____ and is/is not within the 100-year floodplain"

****PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH APPLICATION****

Preparer's Signature: _____

Printed Name: _____

Date prepared: _____