

# HEWITT

TEXAS

## PLANNING AND ZONING SPECIAL PERMIT APPLICATION

Legal Description of Property: \_\_\_\_\_

Describe the location of the property as submitted by this application. This may be in the form of a street address, general description, or nearest intersection.

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Proposed Special Permit: \_\_\_\_\_

Please describe the interest in property:

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Existing Building(s) on Property: \_\_\_\_\_

Total square feet of all Buildings on Property: \_\_\_\_\_

Please provide the following recording information and a copy of the document(s) listed below with this application:

Ownership (deed): Doc. #/MCC No.: \_\_\_\_\_

Please provide the proposed meeting date for this application to be considered (See Meeting Schedule): \_\_\_\_\_

The rezoning application must be completed along with the following information:

1. A notarized letter from the property owner authorizing applicant to present the request, if the property owner will not be presenting the request and stating reasons for request.
2. Submit one (1) PDF file, one (1) hardcopy, one (1) CAD file of plat for review purposes – Must be in State Plane Coordinates using the Texas Central Zone NAD 83.
3. Submit one (1) copy of building plans, if existing building(s) exist.
4. Non-refundable application fee (see Fee Schedule)
5. Application, fee, documents, etc., in completed form must be submitted to the Planning Department before or no later than 12:00 noon on the deadline date (see schedule).

I attest that the above information is true and correct to the best of my knowledge and I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the City.

I, understand that in the event the undersigned is not present or represented at the public hearing, the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the City Council.

I reserve the right to withdraw this proposal. However, written withdrawals filed at any time after the giving of notice to the Planning and Zoning Commission shall constitute a denial by the Commission and City Council. I understand that the filing fee is not refundable upon withdrawal of proposal.

**Name of Property Owner:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Applicant/Representative:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature of Applicant/Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_