



## Specific Use Permit Requirements

Specific Use Permit is required to deviate from the City of Deer Park Zoning Ordinances

To apply for a Specific Use Permit the following information must be submitted to the Public Works Department by Tuesday at noon (One week prior to the scheduled City Council meeting). City Council meets on the first and third Tuesday of each month unless of a holiday

The following is required for the application for requesting a Specific Use Permit:

1. Letter from the property owner addressed to the City Council detailing the reason for the request for a Specific Use Permit
2. Scaled site plan of the property (not to exceed 8-1/2" x 14") identifying the location, adjacent properties and streets, indicating proposed development and/or improvements
3. Application fee of \$1,000.00

The application and supporting documentation will be placed on the City Council agenda for consideration. If the City Council agrees with the request, it will be forwarded to the Planning & Zoning Commission.

- P & Z Commission will schedule a Public Hearing
- Public Hearing notice is published in the newspaper
- Notice is given to property owners within a 200' radius of the location of the request for the Specific Use Permit

Public Hearing Procedure:

- Applicant or a representative must appear at the Public Hearing
- The Planning & Zoning Commission will report the results of the Public Hearing with their recommendation to the City Council

City Council Procedure:

- City Council will consider the results of the Public Hearing and recommendation of the Planning & Zoning Commission
- Based on those results, the City Council may grant or deny the request for the Specific Use Permit. *If the request is granted*, the City Council may impose requirements and conditions that they deem necessary for the protection of adjacent property owners and is in the best interest of the public. You must contact the Public Works Department at 281-478-7270 or 281-478-7253 to identify if any additional permits are required. *If the request is denied*, the applicant may reapply after one (1) year from the date of the final action by City Council.