



## SPECIFIC USE PERMIT APPLICATION

(Oak Ridge North Code of Ordinances, Appendix A)

**FEE: \$1,200.00**

A specific use permit is an amendment by the city council to the district regulations of the zoning ordinance that permits the establishment of a specific use within the zoning district. Procedures for the adoption of zoning amendments will be followed.

Specific use permits require approval by the Planning and Zoning Commission and City Council. If approval is obtained, the construction or occupancy authorized by this permit must begin within 60 days. This permit does not give approval of occupancy or construction of a building or structure. Building and occupancy permits are required.

Please describe in detail, the reason for requesting a specific use permit on a separate sheet of paper. The letter should include as much supporting documentation as possible.

Once a permit application is received, the Permit Department will contact the applicant with the date and time of the public hearings and meetings. The applicant is required to attend the meetings. If any additional information is needed for the meetings, the Permit Department will contact the applicant.

PROPERTY INFORMATION			
Address of Property/Building/ or Tenant Space:			
Subdivision:	Lot:	Blk:	Sec:
City:	State:	Zip Code:	
ZONING DISTRICT INFORMATION			
Current Zoning District of Proposed Location:			
Proposed use of Property/Building or Tenant Space:			
Number of stories:	Area 1st Floor:	Area 2 <sup>nd</sup> Floor	
OWNER/APPLICANT INFORMATION			
Applicant Name:		Phone:	Fax:
Address:			
Proposed Business Name:			
Email:			
Property/Building Owners Name:		Phone:	Fax:
Address:			
Email:			

### City of Oak Ridge North

27424 Robinson Road • Oak Ridge North, Texas 77385

(832)381-3301 • Fax (281) 367-7729



POINT OF CONTACT INFORMATION		
Name:	Phone:	Fax:
Title:		
Address:		
Email:		

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Permit Number: \_\_\_\_\_

Date Notice sent out: \_\_\_\_\_

Date of public Hearing: \_\_\_\_\_

Date of Board of Adjustment Meeting: \_\_\_\_\_

Date Applicant contacted about meeting dates: \_\_\_\_\_