



## Application for Special Use Permit (SUP)

Planning & Development Department  
30360 Cougar Bend, Bulverde, TX 78163  
Telephone: 830-438-3612 - Fax: 830-438-4339  
[www.bulverdetx.gov](http://www.bulverdetx.gov)

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

Case No. \_\_\_\_\_

### Applicant Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

### Property Owner Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

*\* If property owner is not the applicant, a letter of authorization from the owner is required with application submittal.*

### Property Identification:

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Use Requested: \_\_\_\_\_

### The Following Must Be Submitted with Application:

1. A written statement describing the purpose and specific conditions of the request.
2. A site plan meeting the following minimum specifications:
  - a. Drawn to scale; indicating applicable buildings with approximate square footages and proposed uses.
  - b. Site ingress and egress, including interior traffic circulation patterns and parking/loading areas

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property,  
with a maximum fee of \$3,000.00**

- c. Location and uses of existing buildings within 200 feet (may be shown on separate plan/aerial photograph)
  - d. Existing zoning district classifications within 200 feet (may be shown on separate plan)
  - e. The 100-year floodplain if present on the property
3. A landscape/buffering plan meeting the following minimum specifications:
- a. Drawn to scale; indicating proposed landscaping, including the size, species and locations.
  - b. Other visual screening methods and their design, such as fences

\* Other items, including, but not limited to architectural renderings, traffic impact studies and noise studies may be requested. In addition, the Planning and Zoning Commission and City Council may request additional information by majority vote to render an informed decision.

The undersigned agrees to pay the **non-refundable** application fee and any other applicable fees as outlined in the Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required. The undersigned also acknowledges the City Staff may require additional appropriate information be submitted to aid in the review.

**PROPERTY OWNER'S ACKNOWLEDGEMENT**

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date

State of Texas

County of \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ (name of property owner).

\_\_\_\_\_  
Notary Public's Signature

(Notarial Seal)

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with a maximum fee of \$3,000.00**



# LETTER OF AUTHORIZATION FOR APPLICATION

Planning & Development Department  
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*\*\*This form is only required for property owners allowing another person or entity to submit and amend documentation required by the City on the property owner's behalf.*

I, \_\_\_\_\_, owner of the property, described in this application, authorize \_\_\_\_\_ (name of authorized person) to apply for a Special Use Permit (SUP) on my/our behalf.

The Authorized Person's information is:

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ (name of property owner).

\_\_\_\_\_  
Notary Public's Signature

(Notarial Seal)

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property,  
with a maximum fee of \$3,000.00**