



Building & Development Services
 1102 Lohmans Crossing, Lakeway, TX 78734
 Phone: (512) 314-7540 Fax: (512) 314-7541
www.lakeway-tx.gov

APPLICATION FOR SPECIAL USE PERMIT

(INCLUDE NECESSARY SUPPORTING MATERIAL)

ADDRESS OF PROPERTY:				ACREAGE OF SITE:	
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):				CURRENT ZONING:	
PROPERTY OWNER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL		
MAILING ADDRESS:		CITY:	STATE	ZIP CODE	
APPLICANT FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL		
MAILING ADDRESS:		CITY:	STATE	ZIP CODE	
PROJECT NAME FOR WHICH SPECIAL USE PERMIT IS SOUGHT:				REQUESTED DURATION:	
PROPOSED USE OF PROPERTY FOR WHICH SPECIAL USE PERMIT IS SOUGHT:					

(FOR CITY USE ONLY)

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<p>As the applicant named above, my signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City Staff review is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the review of this application. I further understand that plans submitted without an engineer's and/or surveyor's seal will not be accepted for review and that City Staff review time may take up to four weeks per review. In addition, as the owner or authorized agent, my signature authorizes the City Staff or their representatives to visit and inspect the property for which this application is being submitted.</p>	
<hr style="width: 80%; margin: 0 auto;"/> APPLICANT SIGNATURE	
<hr style="width: 80%; margin: 0 auto;"/> PRINTED NAME	<hr style="width: 80%; margin: 0 auto;"/> DATE

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:

Model Home Special Use Permit Checklist

- \$250 FEE + ADVERTISING/NEIGHBOR NOTIFICATION COSTS**

- LOCATION MAP**

- EVIDENCE OF OWNERSHIP, OR CONTRACT TO THE SAME, FOR AT LEAST 20 LOTS IN SUBDIVISION**

- DEVELOPER/LANDOWNER APPROVAL**

- PROPOSED SITE PLAN (11"x17")**

At a minimum, the plan must show the following items:

 - PUE's.
 - Building setbacks.
 - Location of off-street parking spaces (either on-site or where this is impractical or infeasible, it may be located on an adjacent lot or on a lot directly across the street as long as the location of off-site customer parking does not impose additional hardship or an increase in pedestrian safety).
 - Number of parking spaces (A minimum of three (3) accessible spaces shall be provided for at any and all times).
 - Off-street parking surface materials (either concrete, exposed aggregate, or other materials expressly approved by the city such as decomposed granite, road base, cement stabilized sand, stabilized decomposed granite, gravel that provides a more maintenance free surface than native soil).
 - Landscaping

- PROPOSED BUILDING PLANS (11"x17")**
 - Floor plan with identification of area used for sales.
 - Elevations.

- COLOR DRAWINGS/ARTISTS RENDERING OF FINISHED PRODUCT**

- ANY SIGNAGE MUST BE SUBMITTED AND APPROVED BY SEPARATE APPLICATION.**