



**SPECIAL PERMIT APPLICATION
PLANNING & INSPECTIONS DEPARTMENT
PLANNING DIVISION**

**City of El Paso, Texas
811 Texas Avenue
El Paso, TX 79901
915-212-0088**

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
APPLICANT(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
REPRESENTATIVE(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____

2. PARCEL ONE INFORMATION

E-MAIL ADDRESS: _____ FAX: _____
PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
SPECIAL PERMIT REQUEST: _____

3. PARCEL TWO INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
SPECIAL PERMIT REQUEST: _____

4. PARCEL THREE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
SPECIAL PERMIT REQUEST: _____

5. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property proposed for special permit. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

CASE # _____ RECEIVED DATE: ___ / ___ / ___ APPLICATION FEE: \$ _____
CPC REVIEW DATE: ___ / ___ / ___ (1:30 pm, City Council Chambers, 1st Floor, City Hall Building, 300 N. Campbell)
ACCEPTED BY: _____



REQUIRED DOCUMENTATION FOR SPECIAL PERMIT APPLICATIONS

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://epermits.elpasotexas.gov/CitizenAccess/>

- APPLICATION FOR SPECIAL PERMIT** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- ZONING MAP SHEET** - Property proposed for zoning condition amendment or release must be accurately outlined in red ink. Zoning map sheets may be obtained at the City Development Department, One Stop Shop, 811 Texas Avenue, or by accessing our interactive zoning map at <http://gis.elpasotexas.gov/planning/index.html>
- DETAILED SITE DEVELOPMENT PLANS** - A detailed site development plan is required with the following information:
 - a. Legal description of the property;
 - b. Location and arrangement of structures;
 - c. Size and use of structures, including number of dwelling units;
 - d. Lot lines with dimensions of the areas;
 - e. Required yards and setbacks;
 - f. Landscaped planted areas, where applicable;
 - g. Open spaces, where applicable;
 - h. Curb cuts and driveways;
 - i. Pedestrian ways and sidewalks;
 - j. Parking calculation table;
 - k. On-site parking areas, loading /unloading berths where applicable, number and size of on-site parking spaces (including accessible spaces, lighting of parking areas and bicycle spaces);
 - l. Storm water drainage;
 - m. Retaining walls, where applicable;
 - n. Screening walls or fences, where required;
 - o. Utility rights-of-way and easements;
 - p. Architectural design of buildings (and side elevations);
 - q. Show placement of trash dumpster receptacles;
 - *Prior to final action by the approving body, the Detailed Site Plan shall include the stamp or seal of a professional engineer or registered architect who prepared the plans.*
- METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) written, sealed metes and bounds description is required for the property proposed for rezoning/special permit. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- TRAFFIC IMPACT STUDY**- As required in 20.04.320.D.3, a traffic study may be required to determine the effects of the proposed development on the public rights-of-way.
- PROOF OF OWNERSHIP** - One (1) certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for rezoning/special permit is the current property owner. When the owner is a corporation, provide documentation on corporate letterhead that the individual signing as the owner on the application form is authorized to represent the corporation in this matter.
- CERTIFIED CITY TAX CERTIFICATE** - One (1) certified city tax certificate is required for each parcel of property described in the application for special permit. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3rd Floor, Suite 300. For any special permit application, delinquent taxes must be paid in full before a public hearing is held by the City Council.
- PROOF OF NOTICES SENT TO RECOGNIZED NEIGHBORHOOD ASSOCIATIONS** - Section 2.102 of the El Paso City Code requires that notices be sent to recognized neighborhood associations registered with the City of El Paso. Proof of notices sent is required and may be demonstrated by providing a copy of an email, a certified mail receipt, or an affidavit attesting hand delivery.
- ON-SITE POSTING OF NOTICE** - For applications requesting special permits on areas larger than one acre in size. See page 4 for specific requirements.
- ZONING CONDITIONS OR SPECIAL CONTRACTS** - Any special contracts or zoning conditions imposed on the property proposed for special permit.
- PARKING STUDY** - For a special permit application to allow for a parking reduction, one (1) copy of a parking study is required, or one (1) copy of a letter from the City Engineer, waiving the requirement for a parking study, per 20.14.070.C.3.c. The parking study shall analyze the subject property and all adjacent properties within 300 feet of the subject property.
- MASS TRANSIT VERIFICATION LETTER** - For a special permit application to allow for a parking reduction, one (1) copy of a letter from the Director of Sun Metro is required indicating that the main entrance to the property is within one thousand (1,000) feet from a mass transit system route.
- SUBMITTAL VERIFICATION FORM** - One (1) submittal verification form, signed by the applicant and representative.
- CASHIER'S VALIDATION** - Upon the application being deemed complete by the Planning Department, the required fee shall be paid. Payment can be made online by logging into <https://epermits.elpasotexas.gov/CitizenAccess/> or by phone by calling (915)212-0104, or at the One Stop Shop—811 Texas Avenue. Fees are nonrefundable.

CERTIFIED TAX CERTIFICATE: *Prior to the item's placement on the City Council Agenda, one (1) certified original city tax certificate is required for each parcel of property described in the application for rezoning. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3rd Floor, Suite 300. For any zoning application, all taxes must be paid in full before a public hearing is held by the City Council.*

PLEASE NOTE: *In addition to the application fee, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.*



ADDITIONAL REQUIREMENTS

REQUIREMENTS FOR PLANNED RESIDENTIAL DEVELOPMENTS

If requesting a special permit to allow for a planned residential development, please provide the following information:

Total Number of Lots _____

Minimum Lot Area (sq. ft.) _____

Maximum Lot Area (sq. ft.) _____

Average Lot Area (sq. ft.) _____

Minimum Average Lot Width (ft.) _____

Minimum Lot Depth (ft.) _____

Minimum Front Yard Setback (ft.) _____

Minimum Rear Yard Setback (ft.) _____

Minimum Side Yard Setback (ft.) _____

Minimum Side Yard Abutting a Side Street Setback (ft.) _____

REQUIREMENTS FOR PARKING REDUCTION REQUEST

If requesting a special permit to allow for a parking reduction, please provide the following information:

Existing or New Development? _____

Total Number of Parking Spaces Required _____

Total Number of Parking Spaces Proposed _____

Total Number of Parking Spaces Reduced _____

Percent Reduction Requested _____

Bicycle Spaces Required _____

Bicycle Spaces Proposed _____

REQUIREMENTS REGARDING RECOGNIZED NEIGHBORHOOD ASSOCIATIONS

Section 2.102 of the El Paso City Code requires that notices be sent to recognized neighborhood associations within the City of El Paso for rezoning, special permit, and zoning condition amendment or release applications. Notices to recognized neighborhood associations must be sent prior to submittal of the application to the City Development Department—Planning Division. Proof of notices may be demonstrated by providing a copy of the letter and a copy of an email, a certified mail receipt, or an affidavit attesting hand delivery.

The notification letter sent by the applicant shall include the following information:

1. A detailed description of what is being applied for, including:
 - a. The street address and location of the property proposed for rezoning.
 - b. The legal description of the property proposed for rezoning.
 - c. Type of application being submitted (rezoning, special permit, or zoning condition amendment or release).
2. A statement as to the application's projected impact on the land comprising the geographic boundary of any affected recognized neighborhood associations.
3. The name, address, and telephone number of the applicant and/or representative as listed on the application.



REQUIREMENTS REGARDING ON-SITE POSTING OF NOTICE

The El Paso City Code requires on-site posting of notice by an applicant for rezoning, special permit, and zoning condition amendment or release applications for parcels of **one** acre or more in size. The on-site posting of notice shall comply with the following:

Location. The notice should be placed on the proposed site so that it is clearly visible and legible from each right-of-way abutting the property.

1. The sign(s) shall be placed perpendicular to the street frontage and be double sided.
2. One sign per right-of-way shall be required. However, if a property identified in an application is separated by a right-of-way, on-site postings shall be required on each side of the property divided by the right-of-way.
3. Required signage shall be made of durable material. Signage shall be properly anchored to the ground with at least two posts, or on a building, a fence, or a wall. The top of the text portion of such signage shall be a minimum of five feet above ground.

Duration of posting. On-site posting shall be continuous until final City Council action on the application. Posting shall commence at least **15 (fifteen) days prior to the date of the first public hearing** at the City Plan Commission. The applicant shall provide a digital or printed photograph to the Planning Division of the City Development Department showing that all required signage has been properly placed on the property. Failure to provide such photograph proving compliance with signage requirements shall result in postponement of the application until such time as a photograph is received. Any sign required by this provision shall be removed **no later than 10 (ten) days after final action** on the application. Posting is continuous so long as lost, stolen, or vandalized signage is **replaced within five (5) days** following the mailing of a letter to the applicant by the City notifying the applicant that the sign has been lost, stolen, or vandalized.

Size and content. A sign area with a minimum width of eight feet and a minimum height of four feet shall be required. The sign shall provide a caption stating ["Location of Proposed Rezoning (or other type of application). Public Hearings are scheduled. Please call (telephone number is provided by the planning official)."] The caption shall also be provided in Spanish. The caption shall be a minimum of four inch high bolded block lettering in black and appear on a light green background.



SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for rezoning/special permit. (If a conflict should result with this rezoning request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict.) I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for rezoning/special permit.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of their application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

Name of Applicant

Name of Representative

Applicant's Signature

Representative's Signature

Date

Date

ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):

- | | |
|---|--|
| <input type="checkbox"/> Rezoning Application | <input type="checkbox"/> Detailed Site Development Plan Application |
| <input type="checkbox"/> Special Permit Application | <input type="checkbox"/> Zoning Condition Amendment or Release Application |
| <input type="checkbox"/> Subdivision Application | <input type="checkbox"/> Historic Review Application |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Zoning Board of Adjustment Application |
| <input type="checkbox"/> Other _____ | |

For any information regarding this application, please contact the Planning & Inspections Department at (915) 212-0085 or visit our website at <http://www.elpasotexas.gov/planning-and-inspections>.