



Planning & Zoning Commission of the City of Farmers Branch

Specific Use Permit Application

For Accessory Buildings in Residential Neighborhoods

Address of Affected Site

Case No.: _____

Applicant/Owner Information:

Name of Applicant/Owner: _____ Phone: _____

Address of Applicant/Owner: _____ Fax: _____

City: _____ TX Zip: _____ Email: _____

Legal Description:

Lot Number: _____ Block: _____ Subdivision: _____

Acres: _____ Current zoning classification: _____

Existing and Proposed Use Description:

Existing Use of the Subject Site (occupied home, leased space, etc.): _____

Existing Structures on the Site other than the Residence (garage, shed, gazebo, etc.): _____

Detailed Description of the Proposed Structure (shed, detached garage, carport, greenhouse, etc.): _____

Purpose of Proposed Structure: _____

Size of Proposed Structure (length X width, plus height): _____

Materials of Proposed Structure (must be compatible with main residence): _____

Distance Proposed Structure from back property line (in feet and inches): _____

Distance Proposed Structure from side property line (in feet and inches) _____

PLEASE USE ADDITIONAL PAGES IF MORE SPACE IS NEEDED

Information Necessary for Submittal:

The following information is required for submittal. Applications will not be processed if incomplete.

1. Applicant information: Name, address, phone, email
2. Legal description of affected property – Lot, Block and Subdivision, acreage, zoning classification
3. What the property is used for – your personal residence, a rental property, other?
4. Any deed restrictions or HOA regulations that would affect the request.
5. A map or plot drawn to scale showing the location of the residence, drive, fences, any existing buildings, and the proposed location of the requested structure. An online map source will be sufficient.
6. The size (length, width, and height) of the requested structure. A picture of a similar structure or the manufacturer's details that indicate the exterior materials to be used. Check the Comprehensive Zoning Ordinance, Section 2.9, Accessory Structures, for current regulations.
7. Application notarized – back side of this application (available free at City Hall).
8. Fee enclosed.

Deed Restrictions or HOA Regulations:

Are there deed restrictions or HOA regulations that would legally prevent this property from being used in the manner herein proposed? If so, explain and attach a copy of the deed restriction or HOA document.

Process & Schedule:

A Specific Use Permit is similar to a zoning change in that it changes the allowed use of the residence to allow an additional structure that would otherwise not be allowed in the zoning district. The State of Texas requires cities to follow certain rules and notification processes during the approval process:

- 1) 10 days prior to the Planning & Zoning Commission meeting, a notification letter will be sent to property owners within 200 feet of the subject property informing them of the upcoming public hearing;
- 2) 15 days prior to the City Council meeting, a notice of the public hearing will be published in the local newspaper; and
- 3) A sign notifying the public of the upcoming meetings/public hearings will be placed in your front yard.

The process takes approximately 6-8 weeks to complete. A building permit for the proposed structure will not be issued until the SUP is approved.

When requesting a Specific Use Permit for an accessory structure, please attach a check made out to "City of Farmers Branch" in the amount of \$350.00.

This form must be notarized.

SIGN BEFORE A NOTARY (AVAILABLE AT CITY HALL)

.....
The above information, to my knowledge and belief, is true and correct.

Signature of Owner/Applicant

State of Texas §

County of Dallas §

Before me, _____, on this day personally appeared _____ known to me or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this ____ day of _____, 200__

My Commission Expires _____

Notary Public in and for the State of Texas



**FARMERS
BRANCH**

Planning & Zoning Commission of the City of Farmers Branch Site Plan, Specific Use Permit, Zoning Application

LIST OF CONTACTS

Early coordination and a pre-application meeting with these agencies are strongly recommended. For a pre-application meeting, call the Planning Division 972.919.2542.

For your convenience, the following is a list of agencies that will review and comment on your request:

Department	Name	Expertise	Phone Number	Fax
Planning	Tina M. Firgens, AICP Director of Planning		972.919.2534	
	Andreea Udrea, AICP Planning Manager	Planning & Zoning	972.919.2546	972. 919.2544
	Planning & Zoning Office		972.919.2542	
Community Services	Hugh Pender Director of Community Services		972.919.2550	
	Danielle Summers Plans Examiner	Building Code	972.919.2533	972. 919.2544
	Building Inspections Office		972.919.2549	
Public Works	Marc Bentley, PE Director of Public Works		972.919.2593	
	Danielle Rix, PE Project Engineer	Engineering, Drainage, & Platting	972.919.2589	972. 919.2585
	Public Works Office		972.919.2597	
Fire	Tim Dedear Deputy Chief, Fire Marshall		972.919.9656	
	Scott Burke Captain, Fire Prevention Specialist	Fire Code	972.919.2655	972. 919.2675
	Fire Department Office		972.919.2640	
Sustainability & Public Health	Katy Evans Environmental Health Manager	Environmental Health, Food Safety	972.919.2537	
	Mitzi Davis Program Manager	Landscaping, Trails, Parks & Recreation	972.919.2586	972. 919.2585
	Renee Esses Special Projects Manager		972.919.1408	