

PLANNED DEVELOPMENT DISTRICT (PDD) REQUEST SPECIFIC USE PERMIT (SUP) REQUEST SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application and appropriate fees. The project cannot be scheduled for consideration unless all items are marked complete. Citations come from the Zoning Ordinance.

Complete

- City and School Tax Certificates
 - Ten (10) copies of a comprehensive site plan showing the proposed development of the property. The site plan shall consist of the following items, as applicable:
 - Existing/proposed building footprints and building heights (or buildable areas for single and two-family residential); and
 - Locations of proposed uses; and
 - Ingress and egress to/from property;
 - Existing/proposed streets in compliance with the City of Harlingen Long Range Thoroughfare Plan; and
 - Existing/proposed sidewalks; and
 - Existing/proposed utilities; and
 - Existing/proposed drainage; and
 - Existing/proposed parking spaces.
 - A written statement describing the proposed use(s) of the subject property.
 - Any other information (elevation drawings, pictures, etc.) in support of the subject request.
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- I understand that I am requesting an amendment to the City's Zoning Ordinance and it will not be scheduled for Planning and Zoning Commission review unless all items on this list are completed.
- I understand that in accordance State law and the Zoning Ordinance, no later than ten (10) days prior to consideration by the Planning and Zoning Commission:
 - A notice will be published in the Valley Morning Star describing the request and the date, time, and location of the public hearing; and
 - Notices will be mailed to all property owners within 200 feet of the tract describing the request and the date, time, and location of the public hearing.
- I understand that while all requirements for the submittal of a PDD or SUP request may be complete, the City Commission is the sole authority for the consideration and approval or denial of the request.
- I understand that the purpose of a PDD or SUP is to allow for development not otherwise authorized in the Zoning Ordinance. Hence, the Planning and Zoning Commission and/or City Commission may impose development standards important to the health, safety, welfare, and protection of the proposed development and the adjacent property and its occupants.

Owner: _____ Date _____

Owner Address: _____

Phone/Fax: _____

Signature: _____