

# CONDITIONAL USE PERMIT / ALTERNATIVE COMPLIANCE (ADMINISTRATIVE) APPLICATION

Updated: September, 2020



## CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

## PROPERTY INFORMATION

Business Name: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax ID #: R \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

## DESCRIPTION OF REQUEST

Mixed Beverage     Beer & Wine     Other: \_\_\_\_\_

Reason for Request:  Change the name of TABC Permit Holder     Change the name of Business  
 Change in Ownership     Remodeling (with NO expansion)

Please provide the name of permit holder, business or owner, whichever is applicable:

Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

## AUTHORIZATION

*I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.*

Filing Fee \$793    Technology Fee \$13    TOTAL COST \$806

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

**To be completed by staff**

I have reviewed this application and have determined that it meets the criteria outlined in the Land Development Code, is eligible for administrative approval, and is hereby approved.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Provide Copy to City Clerk

I have reviewed this application and have determined that it does not meet the criteria outlined in the Land Development Code and has been denied based on: \_\_\_\_\_

\_\_\_\_\_

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Provide Applicant with notice of decision

## PROPERTY OWNER AUTHORIZATION

I, \_\_\_\_\_ (owner name) on behalf of  
\_\_\_\_\_ (company, if applicable) acknowledge that I/we  
am/are the rightful owner of the property located at  
\_\_\_\_\_ (address).

I hereby authorize \_\_\_\_\_ (agent name) on behalf of  
\_\_\_\_\_ (agent company) to file this application for  
\_\_\_\_\_ (application type), and, if necessary, to work with  
the Responsible Official / Department on my behalf throughout the process.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Form Updated October, 2019



# CHECKLIST FOR CONDITIONAL USE PERMIT / ALTERNATIVE COMPLIANCE (ADMINISTRATIVE)

<p>The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.</p>	<p>Comments</p>
<p><input type="checkbox"/> Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</p> <ul style="list-style-type: none"> <li>• Please visit <a href="http://sanmarcostx.gov/1123/Pre-Development-Meetings">http://sanmarcostx.gov/1123/Pre-Development-Meetings</a> to schedule, or email <a href="mailto:planninginfo@sanmarcostx.gov">planninginfo@sanmarcostx.gov</a> with any questions.</li> </ul>	
<p><input type="checkbox"/> Completed Application for Conditional Use Permit / Alternative Compliance (Administrative)</p>	
<p><input type="checkbox"/> Proof of application for Certificate of Occupancy or Building Permit</p>	
<p><input type="checkbox"/> Authorization to represent the property owner, if the applicant is not the property owner</p>	
<p><input type="checkbox"/> Application Filing Fee    \$793 Technology Fee                \$13</p>	
<p><b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b></p>	

APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG/](http://WWW.MYGOVERNMENTONLINE.ORG/)