



CITY OF McALLEN, TEXAS
 311 NORTH 15TH STREET, McALLEN, TX 78501
 P. O. BOX 220, McALLEN, TEXAS 78505-0220 • (956) 681-1250 • FAX (956) 681-1279

GUEST HOUSE

..... CONDITIONAL USE PERMIT APPLICATION

Case Number: _____	P&Z Meeting: _____	<input type="checkbox"/> Routed
Receipt No: _____	CC Meeting: _____	<input type="checkbox"/> Scanned
Accepted by: P: _____ S: _____	Customer Acknowledgment (Int.): _____	

Application Date ____ / ____ / ____

MPU ACCOUNT NUMBER: _____

 Applicant (first) (initial) (last) PHONE NO: _____

 Mailing Address (city) (state) (zip) PHONE NO: _____

 Property Owner (first) (initial) (last) PHONE NO: _____

 Mailing Address (city) (state) (zip)

 Property Location (street address)

 Property Legal Description (if metes and bounds, attach survey of the property) (subdivision) (block) (lot)

 Current use of property

 Proposed use of property

TERM OF PERMIT: ____ 1 YEAR ____ MORE THAN 1 YEAR (requires City Commission approval)

SITE PLAN (attach a drawing of the property showing the following)

- | | |
|---|---|
| ____ Scale, north arrow, legal description of property | ____ Landscaping and fencing of yard |
| ____ Location and height of all structures | ____ Off-street parking and loading |
| ____ Setback from property lines and between structures | ____ Driveway location & design |
| ____ Proposed changes and uses | ____ Location, type, height and lighting of all signs |

 (Applicant signature) (date) (Property owner signature) (date)

GENERAL INFORMATION

NOTIFICATION AND PUBLIC HEARING: Property owners within 200' of the subject property shall be notified within at least 10 working days of the Planning and Zoning Commission public hearing. Upon considering the recommendation of the Director of Planning, the Planning and Zoning Commission shall approve or disapprove the application.

APPEALS PROCEDURE: Any decision of the Planning and Zoning Commission may be appealed to the City Commission by presenting a petition to the City Commission within 10 days after the decision of the Planning and Zoning Commission and specifying the grounds for the appeal. A vote of 3/4 of the City Commission is required to overrule a vote of the Planning and Zoning Commission denying a conditional use permit.

CANCELLATION: A conditional use permit is automatically cancelled if not used within 6 months.

REVOCAION: A conditional use permit may be revoked by the Planning and Zoning Commission at a public hearing upon failure of the applicant to remedy a violation of the conditions of the permit within a specified time period (10 to 30 days) as specified in a written notice to the applicant by the Code Enforcement Officer or Building Inspector.

RENEWAL PERIOD: A conditional use permit shall expire within 1 year unless otherwise specified by the Planning and Zoning Commission. Application for renewal of a permit shall be made prior to 20 days before permit expiration. A permit for more than 1 year shall be approved by the City Commission.

