



**SPECIAL PERMIT APPLICATION
PLANNING AND 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: _____
 E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL ONE INFORMATION

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 subject property. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

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



REQUIRED DOCUMENTATION FOR SPECIAL PERMIT APPLICATION

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://aca-prod.accela.com/ELPASO/Default.aspx>

APPLICATION - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application can be deemed complete. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

ZONING MAP SHEET - Subject property from application must be accurately outlined in red ink. Zoning map sheets may be obtained at the Planning and Inspections Department, One Stop Shop, 811 Texas Avenue, or by accessing our interactive zoning map at <https://gis.elpasotexas.gov/planning/>

DETAILED SITE DEVELOPMENT PLAN - A detailed site development plan is required with the following information:

- a. Legal description of the property;
- b. Zoning table, including zoning district, subdistrict, proposed land use, dimensional standards and setbacks, maximum height, other applicable standards and/or supplemental regulations per Section 20.10 (including any requested changes)
- c. Location and arrangement of structures;
- d. Size and use of each structure, including number of dwelling units and square footage;
- e. Lot lines with dimensions of the areas;
- f. Show required yards and setbacks;
- g. Landscaped planted areas, calculations for required and provided square footage;
- h. Open spaces, where applicable;
- i. Curb cuts and driveways, including width of drive;
- j. Pedestrian ways and sidewalks, including width;
- k. Parking calculation table, including minimum and maximum vehicular, bicycle, and heavy truck trailer loading spaces;
- l. Location and dimensions of on-site parking areas, loading/unloading berths where applicable, and lighting of parking areas;
- m. Storm water drainage and ponding areas;
- n. Retaining walls and screening walls or fences, to include type and height, where required;
- o. Utility rights-of-way and easements;
- p. Architectural design of buildings (and side elevations);
- q. Placement of trash bins/dumpster receptacles;
- r. Roof lines and width of roof overhangs, if extending beyond building walls;
- s. North arrow and scale note of drawing

Prior to final action by the approving body, the Detailed Site Plan shall include the stamp or seal and signature of a professional engineer or registered architect who prepared the plans.

METES AND BOUNDS AND SURVEY - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, a written sealed metes and bounds description accompanied by a survey map is required for the property proposed for the request, shall contain the stamp or seal and signature of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.

PROOF OF OWNERSHIP - Certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application 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.

PROOF OF NOTICES SENT TO RECOGNIZED NEIGHBORHOOD ASSOCIATIONS - Section [2.102.090](#) 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 a copy of an email message, or a certified mail receipt, or an affidavit attesting hand delivery.

ON-SITE POSTING OF NOTICE - When the subject property is larger than one acre in size.

ZONING CONDITIONS OR SPECIAL CONTRACTS - Copy of any special contracts or conditions imposed on the subject property.

PARKING STUDY - For a special permit application to allow for a parking reduction, copy of a parking study is required, or 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, 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 - Submittal verification form, signed by the applicant and representative.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND DONATIONS FORM - Individuals or entities benefiting by a City Council Agenda item must disclose contributions or donations made to current members of Council under the City's Ethics Code.

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://aca-prod.accela.com/ELPASO/Default.aspx> or by phone by calling (915) 212-0104, or at the One Stop Shop (811 Texas Avenue). Fees are nonrefundable. **In addition to the application fees, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.**

CERTIFIED TAX CERTIFICATE - Prior to the item's placement on the City Council Agenda, a certified original city tax certificate is required for each parcel of property described in the application. 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.



SPECIAL PERMIT 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 Planning and Inspections Department - Planning Division. Proof of notices may be demonstrated by providing a copy of the notification letter and a copy of an email message, 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; and,
 - 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 (within property lines) 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 Planning and Inspections 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. (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.
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):

Rezoning Application

Detailed Site Development Plan Application

Special Permit Application

Zoning Condition Amendment or Release Application

Subdivision Application

Historic Review Application

Building Permit

Zoning Board of Adjustment Application

Other _____

For any information regarding this application, please contact the Planning & Inspections Department at (915) 212-0088 or visit our website at <http://www.elpasotexas.gov/planning-and-inspections>.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND DONATIONS FORM

In compliance with [Title 2, Chapter 2.92, Section 2.92.080](#)

Introduction:

Individuals or entities benefiting by a City Council Agenda item must disclose contributions or donations made to current members of Council under the City's Ethics Code. The information on this form is being captured for transparency purposes and will be noted on the relevant City Council Agenda. **Contributions and Donations do NOT disqualify an applicant from doing business with the City.**

Definitions:

- "Contribution" A direct or indirect transfer of money, goods, services, or any other thing of value and includes an agreement made or other obligation incurred, whether legally enforceable or not, to make a transfer. The term includes a loan or extension of credit, other than those expressly excluded by the Texas Election Code, and a guarantee of a loan or extension of credit.
- "Contributor" A person making a contribution, including the contributor's spouse.
- "Donation" Cash and the value of any in-kind contributions or gifts to the council member for use by their office or in their district.
- "Donor" An individual and spouse, a business entity, or an individual who owns a business entity in whole or in part, or is operated by the individual, that is the subject of a council agenda item.
- "Benefiting" Shall include but not be limited to any contract, bid award, franchise, permit, zoning or rezoning, and other award that council will vote on.

Instructions: Please read and complete this form carefully. If you have made campaign contributions or donations to any current City Council member(s) totaling an aggregate of \$500 or more during their campaign(s) or term(s) of City office, you are required to disclose the information as specified below. If you have not made such contributions or donations past the limit specified in the ordinance, you are required to affirm your compliance with the municipal code. Please submit this completed form along with your application or proposal to the relevant city department. Failure to disclose campaign contributions or donations as required by the ordinance may result in a violation of the City's Ethics Code requirements, and sanctions under the Ethics Code 2.92.

Contributor / Donor Information:

Full Name

Business Name

Agenda Item Type

Relevant Department

Disclosure Affirmation: Please check the appropriate box below to indicate whether you have made campaign contributions or donations totaling an aggregate of \$500 or more to any City Council member(s) during their campaign(s) or term(s) of City office specified in Section 2.92.080 of the El Paso Municipal Code.

I have **NOT** made campaign contributions or donations totaling an aggregate of \$500 or more to any City Council member(s) during their campaign(s) or term(s) of City office, as specified in Section 2.92.080 of the El Paso Municipal Code.

OR

I have made campaign contributions or donations totaling an aggregate of \$500 or more to the following City Council member(s) during their campaign(s) or term(s) of City office:

OFFICE	CURRENT COUNCIL MEMBER NAME	AMOUNT (\$)
Mayor		
District 1		
District 2		
District 3		
District 4		
District 5		
District 6		
District 7		
District 8		

Declaration: I hereby affirm that the information provided in this disclosure form is true and accurate to the best of my knowledge. I understand that this disclosure is required by Title 2, Chapter 2.92 of the El Paso Municipal Code and is subject to verification by the city authorities. Further, **I understand that upon submission of this form, I must disclose any subsequent contributions or donations prior to the relevant council meeting date.**

Signature: _____ Date: _____