

CITY OF SOMERVILLE

Procedure for requesting a Specific Use Permit

General Policy: the general public and the city council are directed to take note that nonconformity in the use and development of land and buildings are to be avoided or eliminated where now existing wherever and whenever possible, except as provided for by law.
Somerville Code of Ordinances.

Requirement: A Conditional Use Permit is required prior to placing a HUD code home outside of the zones specified in the manufactured housing ordinance of the City of Somerville, or if an existing legal non-conforming use is to be continued after ending as provided in the manufactured housing ordinance. The placement of a HUD Code Manufactured home inside of the allowed zones is covered if necessary by an application for a variance, unless it concerns the end of a legal nonconforming use.

Fee required: The fee for a Conditional Use Permit shall be Two Hundred Dollars (\$200.00). This fee is non-refundable regardless of the outcome of the hearing, and must be paid to the Utility Clerk at City Hall, prior to the placement of the case on the agenda for the council meeting at which it is to be heard. If a building permit is necessary to complete the project, the usual fee must also be paid per city regulations. The Building Permit fee is not required to be paid prior to the hearing.

Where to apply: Pick up an Application at City Hall. If you do not know if a Specific Use Permit is required for your project ask to speak to Code Enforcement or the Public Works Director. All fees and documents must be submitted to the City Clerk and will be reviewed for completeness by Code Enforcement Staff. The Code Enforcement Department will coordinate with city hall to set the date of the hearing, **once all of the paperwork and the fee have been submitted and approved.** Hearings will be held at the Somerville Senior Center, typically on the night of the next scheduled City Council Meeting, which are held on the second Tuesday of each month at 6:00 P.M., although another date may be selected at the pleasure of City Council.

Notice to neighbors: Not less than 15 days prior to the Public Hearing, individual notices will be mailed to recorded owners and any known tenants of property within 200 feet of the property requesting the Specific Use Permit. These addresses must be supplied to the City **no less than 25 days prior to the hearing or the application will be held over to the next scheduled meeting date.**

Public hearing: Staff will research the project and make a recommendation to the council on or before the night of the hearing. Time will be provided for the applicant to make his or her presentation to the council (**ten minutes maximum**), and other interested parties will be given a chance to make a brief statement during the hearing about how the public would be affected by the approval of the Specific Use Permit. After all discussion is complete, City Council will make a final ruling on the Specific Use Permit Application.

Please contact the code enforcement staff for help or any questions about this application, the approval process, or the required submittals.

City of Somerville

Application for Specific Use Permit

Minimum Submittal requirements:

- \$200.00 application fee
- Completed and signed application form
- Site Plan (10 copies)
- Notification List of property owners/tenants within 200 feet of property line of affected property (Burleson County Appraisal District, 111 East Fawn Street, Caldwell, 979-567-2318)
- Inspection report (highly recommended, but not required)
- Completed building permit application, if applicable

Property Owner Information:

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Fax Number _____
E-Mail Address _____

Applicant Information:

Same as above

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Fax Number _____
E-Mail Address _____

If not the same as above, please explain: _____

Agent or engineer Information:

Name/Title _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Fax Number _____
E-Mail Address _____

Property Information:

Address: _____
R – Number: _____ Legal description: _____
_____ (attach page if necessary)

Lot size or acreage: _____

Current use: _____ Proposed use: _____

In Manufactured home Zones 1-4: _____ Outside Zone: _____

Is any of the property located in the floodplain? YES _____ NO _____

Is this property under a Specific Use Permit? _____

Legal Non-Conforming Use? _____ Age of HUD Code home: _____

Record Owner(s) _____

NOTE: If the record owner(s) are not the applicant(s), a notarized affidavit from the record owner(s) authorizing the applicant to request a Conditional use Permit and/or represent the record owner(s) must accompany this application.

City Council, City administrator and/or staff reserve the right to require the submittal of additional information it deems appropriate and necessary for the effective review of this application

CERTIFICATIONS & SIGNATURES:

Please Note: the signature of the Owner authorizes the City of Somerville, its contractors, agents or staff to visit and inspect the property for which this application is being submitted. The signature of the owner, applicant and/or agent also signifies that all parties have reviewed the requirements of this procedure and that all items on the checklist have been complied with. **All correspondence and communication will be conducted through a single point of contact, which may be the owner, the applicant or an agent designated by the owner.**

Contact for this project: _____

At a minimum the designated contact person for this project **MUST** be present at all public hearings/meetings concerning this application, for it to be considered. Absence from such hearings may result in denial of this application.

The Undersigned hereby certify that this application contains no willful falsification or misrepresentation, and that the information contained herein is complete, correct and true to the best of my knowledge and belief. Furthermore we understand that should investigation at any time disclose such misrepresentation or falsification, all changes and/or amendments granted by consideration of this application may be forfeited.

Owner: _____
I.D. _____

Applicant (if different): _____
I.D. _____

Agent: _____
I.D. _____

STAFF USE ONLY!

All required items filed, submitted or paid: _____

Mailing Date for notifications: _____ Actual Date: _____

Publication date: _____ Actual Date _____

Date of City council Meeting/Public Hearing _____

City of Somerville

SPECIFIC USE PERMIT HEARING RESULTS

CASE NUMBER:

HEARING DATE:

APPLICANT: OWNER ___ OTHER ___ NAME:

ADDRESS:

IDENTIFICATION OF HUD CODE HOME:

RESOLUTION

APPROVED ___

DENIED ___

CONDITIONALLY APPROVED ___

CONDITIONS OF APPROVAL:

WITNESSED BY _____

THIS DOCUMENT SHALL BE KEPT ON FILE IN THE CODE ENFORCEMENT DEPARTMENT OFFICE AND NOTED ON THE RECORD MAP OF THE MANUFACTURED HOME ORDINANCE. THE APPLICANT MAY FILE A COPY OF THIS DOCUMENT WITH THE COUNTY CLERK AT HIS OPTION AND EXPENSE.

The following page should be completed for all specific use permit requests by the owner or the applicant, and will be considered during the review process. If you have questions regarding the completion of this page, please contact the code enforcement staff for assistance.

Please describe the reason for requesting a specific use permit for this property:

Describe how the approval of this SUP will be compatible with and not injurious to the use and enjoyment of this or neighboring properties, not impair property values in the vicinity:

Provide evidence that the establishment of this use will not impede normal development of adjacent properties:

Provide evidence that adequate utilities, drainage, road, or other necessary support facilities have been or will be provided:

Provide evidence that all other code or regulatory requirements for the specific use have been or will be met (driveways, parking, age of HUD home, setbacks, etc.)