



APPLICATION NUMBER

SUP-

Date Submitted: _____

Application Fee Paid: Yes No

Receipt No.: _____

Special Use Permit (SUP) Application

SECTION 1 — PROJECT INFORMATION

Project Name: _____

Project Address / Location: _____

Legal Description: _____

Fort Bend County Parcel ID(s): _____

Total Site Area (Acres): _____

Existing Use of Property: _____

Proposed Use / Development: _____

SECTION 2 — PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

SECTION 3 — APPLICANT INFORMATION *(If Different)*

Applicant Name: _____

Company / Firm: _____

Address: _____

Telephone: _____

Email: _____



Relationship to Property Owner:

- Developer
- Contract Purchaser
- Authorized Agent
- Other: _____

SECTION 4 — PROJECT REPRESENTATIVES *(Check all that apply)*

- Engineer
- Architect
- Planner
- Attorney
- Surveyor
- Other: _____

Name: _____

Company / Firm: _____

Telephone: _____

Email: _____

SECTION 5 — PROJECT DESCRIPTION

Provide a narrative describing the proposed development or use, including:

- Type of development
- Building size(s)
- Operational characteristics
- Hours of operation (if applicable)
- Expected traffic or activity levels
- Relationship to surrounding properties

Attach additional sheets if necessary.



SECTION 6 — DEVELOPMENT CHARACTERISTICS

Item	Information
Proposed Building Area	_____ sq. ft.
Building Height	_____ feet
Number of Structures	_____
Parking Spaces Provided	_____ (total) _____ (ADA accessible)
Drive-Through Proposed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outdoor Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outdoor Seating	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phasing Proposed	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, describe: _____

SECTION 7 — CONSISTENCY STATEMENT

Explain how the project:

1. Is compatible with adjacent development;
2. Supports the City’s Comprehensive Plan;
3. Maintains community character.

SECTION 8 — PRE-APPLICATION CONFERENCE

- Requested
- Not Requested
- Held on: _____



SECTION 9 — REQUIRED SUBMITTAL MATERIALS *(Check all items submitted)*

APPLICATION DOCUMENTS

- Completed Special Use Permit Application Form
- Application fee payment
- Property owner authorization
- Project narrative describing proposed development or use

PROPERTY INFORMATION

- Legal description of property
- Parcel identification number(s)
- Boundary survey (sealed if available)
- Site acreage information

CONCEPT SITE PLAN

The site plan shall be drawn to scale and include:

- Property boundaries
- Existing and proposed buildings
- Building setbacks
- Parking layout and circulation
- Driveways and access points
- Fire lanes (if applicable)
- Pedestrian connections or sidewalks
- Adjacent streets and properties within 200 feet

BUILDING INFORMATION

- Concept building elevations or architectural renderings
- Building height
- Exterior materials description
- Roof type
- Architectural articulation and fenestration

ACCESS & CIRCULATION

- Vehicular access locations
- Drive-through stacking layout (if applicable)
- Internal circulation pattern
- Loading or service areas

UTILITIES & INFRASTRUCTURE

- Water service concept
- Drainage or stormwater management concept
- Wastewater service concept
- Utility easements (if known)

LIGHTING PLAN

- General lighting concept
- Shielding or glare mitigation
- Fixture type or description



LANDSCAPING & SCREENING

- Perimeter landscaping concept
- Foundation landscaping
- Screening of ground-, building-, and rooftop-mounted mechanical equipment
- Parking lot landscaping
- Screening between adjacent properties (if applicable)

OPERATIONS INFORMATION (IF APPLICABLE)

- Hours of operation
- Outdoor activities or storage
- Noise-generating activities
- Expected traffic or delivery activity

SUPPORTING MATERIALS (AS APPLICABLE)

- Traffic study or statement
- Drainage analysis (if available)
- Phasing plan
- Photographs of surrounding area
- Additional exhibits supporting compatibility

Incomplete applications will not be scheduled for public hearing.

SECTION 10 — AUTHORIZATION BY PROPERTY OWNER

I certify that I am the owner of the property described herein or am authorized to act on behalf of the owner and that all information provided is accurate.

Owner Signature: _____

Printed Name: _____

Date: _____

SECTION 11 — APPLICANT CERTIFICATION

I understand that:

- Approval of a Special Use Permit does not authorize construction;
- Additional permits or approvals may be required;
- The City Council may impose conditions of approval;
- The permit runs with the land.

Applicant Signature: _____

Printed Name: _____

Date: _____



SECTION 12 — CITY USE ONLY

Application Determined Complete:

Yes No

Date Complete: _____

Public Hearing Date: _____

Staff Recommendation:

- Approval
- Approval with Conditions
- Denial

City Staff/Consultant: _____

SECTION 13 — CITY COUNCIL ACTION

- Approved
- Approved with Conditions
- Denied

Council Action Date: _____

SUP Number Assigned: _____