



Specific Use Permit Checklist Requirements

Application: Original completed application signed and notarized by the owner of the property. All documents on this checklist must be submitted electronically.

Proof of Ownership: Proof of ownership of the property will need to be provided. This could be closing documentation from purchasing the property or a copy of the deed to the property.

Current Tax Certificate: A current original tax certificate obtained from the Kaufman County Clerk's office will be required as proof that all taxes are current on the property.

Site Plan: A development plan, drawn to scale, that depicts how a piece of property will be developed. **Please refer to the definition attached.**

Application Fee: The application fee for a specific use permit review is \$300 plus \$3 per lot that must receive the notice of publication. **The maximum fee is \$2,000.**

Please refer to the attached Development Fee Schedule.

Public Hearing: A public hearing will be scheduled prior to review by the City Council. The city will require 30 days from the date the application is considered complete to publish notices of the public hearing and mailing notices to landowners in the 200-foot buffer zone.

If you have any questions, please call 972-427-3771 and speak to the Planning & Zoning Department.

City of Crandall Development Application

Please check the appropriate box below to indicate the type of application you are requesting and provide all information required to process your request.

- | | |
|---|--|
| ☐ Annexation Petition
☐ Comprehensive Plan Amendment
☐ Land Study
☐ Specific Use Permit (SUP)
☐ Variance, Subdivision
☐ Variance, Zoning
☐ Zoning Change | ☐ Amending Plat
☐ Final Plat
☐ Preliminary Plat
☐ Planned Development Detailed Plan
☐ Planned Development Concept Plan
☐ Site Plan
☐ Other: _____ |
|---|--|

PROJECT INFORMATION

Project Name: _____

Project Address (Location): _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Existing Comprehensive Plan Designation: _____ Gross Acres: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. **See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.**

APPLICANT INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Key Contact: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

SIGNATURE: _____

(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office
on this _____ day of _____ 2025.

Notary Public

For Departmental Use Only

Case No. _____

Date Submitted _____

Total Fee(s): _____

Check No.: _____

Date Sent to City Planner / City Engineer: _____

Accepted By: _____

Form Updated: 01/2025

(3) Uses Not Listed

Any use not listed in the Permitted Use Table is prohibited..

(4) New and Unlisted Uses

- (a) It is recognized that new or unlisted types of land use may seek to locate in the City. In order to provide for such contingencies, a determination of any new or unlisted form of land use shall be made in accordance with this section.
- (b) It is recognized that the Permitted Use Table may require amendment, from time to time, to allow for uses that are not permitted. In the event an amendment to the Permitted Use Table is required, the procedure for the amendment shall be the same as required for an amendment to the text of the UDC in accordance with SECTION 4G of this UDC.

 I. SPECIFIC USE PERMIT (SUP)

(1) Applicability

A SUP allows for discretionary City Council approval of uses with unique or widely varying operating characteristics or unusual site development features, subject to the terms and conditions specifically set forth in this UDC. These uses and the districts where they may be located are listed in the Permitted Use Table, SECTION 5H. Approval of a SUP authorizes a property owner to submit subsequent development applications consistent with the approved SUP.

(2) Application Requirements

(a) Application Required

Any request for a SUP shall be accompanied by an application and SUP exhibit prepared in accordance with the Development Standards.

(b) Accompanying Applications

An application for a SUP shall be accompanied by a site plan prepared in accordance with SECTION 8N. Approval of a site plan as part of a SUP shall meet the requirements for site plan approval under SECTION 8N.

(c) Tax Certificate Required

All applications made as a request for a SUP shall be accompanied by a copy of a current tax certificate reflecting that all taxes due and owing have been paid in full.

(3) Processing of Application and Decision

(a) Submittal

An application for a SUP shall be submitted to the City Manager. The City Manager shall review the application for completeness in accordance with SECTION 4B of this UDC. The City Manager may request a recommendation regarding the application from any other City

employee or consultant. The City Manager shall notify the applicant of items requiring correction or attention before providing a recommendation on the application. After appropriate review, the City Manager shall forward a written recommendation to the Commission for consideration.

(b) Notification Requirements

An application for a SUP requires the following notification in accordance with SECTION 4C of this UDC:

- 1) Written notice prior to consideration by the Commission; and
- 2) Published notice prior to consideration by the City Council.

(c) Commission Recommendation

The Commission shall hold a public hearing in accordance with the TOMA and SECTION 4D of this UDC and make a written recommendation regarding a proposed SUP to the City Council. The Commission may recommend approval, approval with conditions, or denial of the SUP. The Commission may, on its own motion or by request of the property owner, postpone consideration of the request to a date certain that is not more than thirty (30) calendar days after the date of the current consideration in order to review additional information or modifications which may have a direct bearing on the recommendation to the City Council.

(d) Decision by City Council

The City Council shall receive the written recommendation of the Commission regarding a proposed SUP and shall hold a public hearing in accordance with the TOMA and SECTION 4D of this UDC. The City Council may vote to approve, approve with conditions, or deny the SUP. The City Council may, on its own motion or by request of the property owner, postpone consideration of the request to a date certain that is not more than thirty (30) calendar days after the date of the current consideration in order to review additional information or modifications which may have a direct bearing on the final decision.

(4) Criteria for Approval

The Commission, in making its recommendation, and the City Council, in considering final action on a SUP, should consider whether the following criteria are met:

- (a) The proposed use at the specified location is consistent with and conforms to the policies embodied in the adopted Comprehensive Plan;
- (b) The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations and is allowed by such regulations with the approval of a SUP;
- (c) The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes

improvements either on-site or within the public rights-of-way to mitigate development-related adverse impacts, such as traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods;

- (d) The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
- (e) The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development-generated traffic on neighborhood streets;
- (f) The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed use on adjacent properties;
- (g) The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are allowed by the SUP process and are necessary to render the use compatible with adjoining development and the neighborhood;
- (h) The proposed use and associated site plan promote the health, safety and general welfare of the City and the safe, orderly, efficient and healthful development of the City;
- (i) No application made under these provisions will receive final approval until all back taxes owed to the City have been paid in full; and
- (j) Other criteria which, at the discretion of the Commission and City Council are deemed relevant and important in the consideration of the SUP.

(5) Conditions

The Commission, in making its recommendation, and the City Council, in considering final action, may require such modifications in the proposed use and attach such conditions to the SUP as deemed necessary to mitigate adverse effects of the proposed use and to carry out the spirit and intent of this UDC. Conditions and modifications may include but are not limited to limitation of building size or height, increased open space, limitations on impervious surfaces, enhanced loading and parking requirements, additional landscaping, curbing, sidewalk, vehicular access and parking improvements, placement or orientation of buildings and entryways, buffer yards, landscaping and screening, signage restrictions and design, maintenance of buildings and outdoor areas, duration of the permit and hours of operation.

(6) Expiration of Specific Use Permit

A SUP shall expire if any of the following occurs:

- (a) A building permit, if necessary, for the use has not been approved within two (2) years of the approval of the SUP;
- (b) A building permit approved as a result of the approval of the SUP expires within two (2) years of the approval of the SUP;

- (c) The use has been abandoned or discontinued for a period of time exceeding six (6) months; or
- (d) The SUP expires in accordance with its terms.

End →

SECTION 6 - NONCONFORMING USES, LOTS AND STRUCTURES

A. PURPOSE AND INTENT

- (1) Within the districts established by this UDC, or amendments thereto, there may exist lots, structures, uses of land and structures, and characteristics of use which were lawfully in existence and operating before this UDC was enacted, amended or otherwise made applicable to such lots, structures or uses, but which do not now conform to the regulations of the district in which they are located. It is the intent of this UDC to permit such nonconforming uses to continue, as long as the conditions within this section and other applicable sections of this UDC are met.
- (2) It is further the intent of this UDC that nonconforming uses, lots and structures shall not be enlarged upon, expanded or extended, and shall not be used as a basis for adding other structures or uses prohibited elsewhere in the same district.
- (3) Nonconforming uses are hereby declared to be incompatible with the permitted uses in the zoning districts involved.

B. NONCONFORMING STATUS

- (1) Except as provided in SECTION 6I, any use, platted lot or structure that does not conform with the regulations of this UDC on the effective date hereof or any amendment hereto, shall be deemed a nonconforming use, platted lot or structure provided that:
 - (a) Such use, platted lot or structure was in existence under, and in compliance with, the provisions of the previous City zoning code, and has been in regular and continuous use since such time;
 - (b) Such use, platted lot or structure was a lawful, nonconforming use, platted lot or structure under the previous City zoning code, and has been in regular and continuous use since such time; or
 - (c) Such use, platted lot or structure was in existence at the time of annexation into the City, was a legal use of the land at such time, and has been in regular and continuous use since such time.
- (2) Except as provided in SECTION 6I below, any other use, platted lot or structure which does not conform with the regulations of the zoning district in which it is located on the effective date of this UDC or any amendment hereto, shall be deemed to be in violation of this UDC, and the City shall be entitled to enforce fully the terms of this UDC with respect to such use, platted lot or structure.

C. CONTINUING LAWFUL NONCONFORMING USE OF LAND AND STRUCTURES



Building Permit & Development Fee Schedule

(a) The following fees for development of real property are hereby adopted:

DEVELOPMENT FEES	
	FEES
Land Study:	
Single-Family Residential	\$200 plus \$3.00 per lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Preliminary Plat:	
Single-Family Residential	\$400 plus \$ 5.00 per lot
Multi-Family Residential	\$350 plus \$ 10.00 per acre
Non-Residential	\$350 plus \$ 10.00 per acre
Final Plat:	
Single-Family Residential	\$200 plus \$ 3.00 per lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Development Plat:	
Single-Family Residential	\$200.00
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Replat:	
Single-Family Residential	\$200 plus \$ 3.00 per affected lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Amended Plat:	\$200.00
Vacating Plat:	\$150 plus County fees
Minor Plat:	\$200.00
Plat Filing:	\$100 plus County fees
*Infrastructure Inspection Fees:	Third party costs plus applicable City review time
Change Street Name	\$150.00
(after preliminary plat approval:	
Landscape/Irrigation PLAN:	\$150.00
Rezoning/SUP request:	
Base Fee	\$300.00



Building Permit & Development Fee Schedule

Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00
Site Plans	
Base Fee	\$300.00
Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00
Variance Request:	
Base Fee	\$300.00
Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00

- (b) The following Infrastructure Inspection Fees are hereby adopted, with City review time charged at \$75.00 per hour, except overtime requested by the applicant, and agreed to by the City, which shall be charged at \$112.50 per hour:

INFRASTRUCTURE INSPECTIONS	
Engineering Inspection	Third-party actual costs + City review time
APPLICABLE CITY INSPECTIONS	
Grading Improvements	Hourly Rate or \$0.40 per 250 square foot
Paving Improvements	Hourly Rate or \$0.40 per 250 square foot
Sidewalk Improvements	Hourly Rate or \$0.40 per 250 square foot
Drainage Improvements	Hourly Rate or \$0.50 per linear foot
Water and/or wastewater improvements	Hourly Rate or \$0.50 per linear foot
*Per square footage or linear foot charges are billed in advance at time of civil plan review	
*Hourly rates are billed as incurred if not billed in advance	

which anything is made known, but excluding any supports. To compute the allowable square footage of sign area, only one (1) side of a double-face sign shall be considered.

Sign Height: The vertical distance between the highest part of a sign or its supporting structure, whichever is higher, and the average established ground level beneath the sign.

Sign, Subdivision: Any sign used to mark the entrance to a specific subdivision or neighborhood. Usually a low profile monument sign designed in such a way as to indicate the name of the specific community and placed at the main entry to such community.

Site Plan: A development plan, drawn to scale, showing uses and structures proposed for a parcel of land required by this UDC. This includes, but is not limited to, existing and proposed conditions of the lot and major landscaping figures, the location of all existing and proposed buildings, lot lines, streets, driveways, parking spaces, walkways, means of ingress and egress, drainage facilities, utility service, landscaping, structures and signs, lighting, screening devices and other information that may be reasonably required to make an informed determination as opposed to a subdivision plan, which relates to the layout of lots and parcels, platting of lots and parcels and the provision of public facilities necessary to build a subdivision.

Stable, Commercial: A stable used for the rental of stall space or for the sale or rental of horses or mules.

Start of Construction (includes substantial improvements): The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement occurred within 180 days of the permit date. The actual start means either the first placement of permanent construction or a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State: The State of Texas.

Stealth Facility: "Stealth" is a generic term describing a method that would hide or conceal an antenna, supporting electrical or mechanical equipment, or any other support structure that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible to the surrounding neighborhood. Stealth facilities may include totally enclosed antennas, wireless facilities that replicate or duplicate the construction of common structures such as flagpoles, alternative tower structures, and camouflaged wireless facilities that are constructed to blend into the surrounding environment.