



CONDITIONAL USE PERMIT APPLICATION

PROJECT INFORMATION

Project Address: _____
Parcel/Tax ID# (s): _____ Property Platted: YES NO
Total Acreage: _____ Total Lots: _____ Current Zoning: _____
Street Frontage: _____ No of Existing Bldgs: _____ Existing Bldgs Floor Area: _____
Legal Description: _____

APPLICANT INFORMATION

Applicant Name: _____ Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

STATUS OF APPLICANT: Owner Architect Planner Engineer Other
(If other than Owner, submit written authorization from Owner with application.)

PROJECT DETAILS

Current use: _____ Proposed Use: _____

- 1. Describe the proposed use in detail (including proposed hours of operation and total number of staff):

- 2. Describe the existing and proposed buildings and parking availability for the proposed use (including total number of spaces).



PLANNING DEPARTMENT

600 MORTON STREET
RICHMOND, TX 77469
P: 281-342-0559
FAX: 281-232-1215

LETTER OF AUTHORIZATION

(Have property owner complete and sign, if applicant differs from property owner)

Owner Name

Owner Address

Owner City, State Zip

Date

Planning Department
600 Morton Street
Richmond, TX 77469

I, _____, certify that I am the owner of the project property located at _____ and that the forgoing statements and answers made and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint _____ with the company _____ (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Richmond related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at _____ if you have any questions.

Sincerely,

Owner Name _____

Owner Signature _____