



**FARMERS  
BRANCH**

# Planning Department of the City of Farmers Branch Specific Use Permit Application

For Guest/Servant's Quarter in Accessory Structures in Residential Neighborhoods

Address of Affected Site

Case No.: \_\_\_\_\_

## Applicant/Owner Information:

Name of Applicant/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Applicant/Owner: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ TX Zip: \_\_\_\_\_ Email: \_\_\_\_\_

## Legal Description:

Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Acres: \_\_\_\_\_ Current zoning classification: \_\_\_\_\_

## Existing and Proposed Use Description:

Existing Use of the Subject Site (occupied home, leased space, etc.): \_\_\_\_\_

Existing Structures on the Site other than the Residence (garage, shed, gazebo, etc.): \_\_\_\_\_

Detailed Description of the Proposed Structure to be occupied as a guest/servant's quarter: \_\_\_\_\_

Purpose of Proposed Structure: \_\_\_\_\_

Size of Proposed Structure (length X width, plus height): \_\_\_\_\_

Materials of Proposed Structure (must be compatible with main residence): \_\_\_\_\_

Distance Proposed Structure from back property line (in feet and inches): \_\_\_\_\_

Distance Proposed Structure from side property line (in feet and inches) \_\_\_\_\_

PLEASE USE ADDITIONAL PAGES IF MORE SPACE IS NEEDED

## Information Necessary for Submittal:

The following information is required for submittal. Applications will not be processed if incomplete.

1. Applicant information: Name, address, phone, email
2. Legal description of affected property – Lot, Block and Subdivision, acreage, zoning classification
3. What the property is used for – your personal residence, a rental property, other?
4. Any deed restrictions or HOA regulations that would affect the request.
5. A map or plot drawn to scale showing the location of the residence, drive, fences, any existing buildings, and the proposed location of the requested structure. An online map source will be sufficient.
6. The size (length, width, and height) of the requested structure. A picture of a similar structure or the manufacturer's details that indicate the exterior materials to be used. Check the Comprehensive Zoning Ordinance, Section 2.9, Accessory Structures, for current regulations.
7. Application notarized – back side of this application (available free at City Hall).
8. Fee enclosed.

**Deed Restrictions or HOA Regulations:**

Are there deed restrictions or HOA regulations that would legally prevent this property from being used in the manner herein proposed? If so, explain and attach a copy of the deed restriction or HOA document.

**Process & Schedule:**

A Specific Use Permit is similar to a zoning change in that it changes the allowed use of the residence to allow an additional structure that would otherwise not be allowed in the zoning district. The State of Texas requires cities to follow certain rules and notification processes during the approval process:

- 1) 10 days prior to the Planning & Zoning Commission meeting, a notification letter will be sent to property owners within 200 feet of the subject property informing them of the upcoming public hearing;
- 2) 15 days prior to the City Council meeting, a notice of the public hearing will be published in the local newspaper; and
- 3) A sign notifying the public of the upcoming meetings/public hearings will be placed in your front yard.

The process takes approximately 6-8 weeks to complete. A building permit for the proposed structure will not be issued until the SUP is approved.

When requesting a Specific Use Permit for an accessory structure, please attach a check made out to "City of Farmers Branch" in the amount of \$350.00.

This form must be notarized.

SIGN BEFORE A NOTARY (AVAILABLE AT CITY HALL)

The above information, to my knowledge and belief, is true and correct.

Signature of Owner/Applicant

State of Texas §

County of Dallas §

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ known to me or proved to me on the oath of \_\_\_\_\_ or through \_\_\_\_\_ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_

My Commission Expires \_\_\_\_\_

Notary Public in and for the State of Texas