



Temporary Use Permit Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the “Submittal Checklist” below are submitted with your application. One or more of the required documents may be waived due to the size of the parcel, the number of lots being created, the proposed use or the adequacy of existing infrastructure servicing the location. However, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Feasibility reviews with our Development Review Committee (DRC) are available to help answer these questions prior to the formal submittal of applications. (Please call the number above to schedule an appointment.) Submit applications and accompanying documents to the Customer Service Lobby at the address above **no later than Tuesday AT 12:00 P.M.** For a detailed checklist of items required on plats and plans and a general timeline for your application to be approved, go to www.leaguecity.com/planning.

If no resubmittal or reasonable attempt to move the project forward has been made within six-months of a submittal, the application will be deemed dormant and a new application will be required.

TEMPORARY USE PERMIT TYPES AND DESCRIPTIONS

Check the type of plan that applies to your submittal.

- Temporary Use of a Religious or Philanthropic Nature**
Request by those organizations not normally conducting business for profit for the period of their actual duration up to a maximum of 30 days. Two extensions of up to 30 days may be possible upon application and approval. *Approval authority – Planning Manager and Building Official*
- Temporary Sales of Seasonal Products**
Request to sale firewood, cut trees, plants, fruits and vegetables, and the like during their normal and generally accepted season for a period of up to 30 days. Two extensions of up to 30 days may be possible upon application and approval. Prohibited for consecutive or cumulative 90-day periods within a 12-month period. *Approval authority – Planning Manager and Building Official*
- Other Temporary Use**
- Temporary Concrete Mixing or Batching Plant**
Request by contractors during the construction of residential construction, commercial buildings and infrastructure improvements provided use is a minimum of 250 feet from a developed lot in a district zoned for residential uses. *Approval authority – Planning & Zoning Commission (P&Z)*
- Temporary Parking Lot for 90 Days or Less**
Request for overflow parking of principal uses on site or adjacent to the site. *Approval authority – Planning Manager and Building Official*
- Temporary Parking Lot for More Than 90 Days**
Request for overflow parking of principal uses on site or adjacent to the site. *Approval authority – Planning and Zoning Commission (P&Z)*

Other use not specified on this application that is of a temporary nature.
Approval authority – Planning and Zoning Commission (P&Z)

SUBMITTAL CHECKLIST

- Universal Development Application – complete with all required signatures
The application must be signed by the owners of the property. If the applicant is the designated agent, the application shall include a Letter of Authorization from the property owners authorizing the agent to file the application on his behalf. If the property has multiple owners, applications must include a Letter of Authorization from each property owner. All properties owned by business entities shall provide certified documentation indicating the names of all owners and legal designees of the business. This can include, but is not limited to, title reports, Articles of Incorporation, Certificates of Formation, Certificates of Status, or meeting resolutions.
- PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page
- A Title Report
- Supporting details describing the proposed use including impacts related to noise, dust, light, traffic generation, and health and sanitary conditions
- Site plan denoting location of parking, structures (including tents), and fire lanes
- See Building Department for Sign Permit Application if a sign is proposed
- Application Fee for Administrative Approval: \$50
- Application Fee for Planning & Zoning Commission Approval: \$300

APPLICANT CERTIFICATION

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____

Date: _____



City of League City

Universal Development Application

Incomplete applications will not be accepted.

Indicate "NA" when an item does not pertain to your application.

APPLICATION TYPE – PLEASE USE SEPARATE APPLICATIONS FOR EACH TYPE OF PROJECT SUBMITTED

<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Infrastructure
<input type="checkbox"/> Variance	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Master Plan Revision	<input type="checkbox"/> PUD Revision
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Plat	<input type="checkbox"/> Historic Commission

PROJECT INFORMATION

Project Address: _____

Legal Description: _____

Parcel #(s): _____ Property Platted: YES NO

Current Zoning: _____ Total Acreage: _____ Total Lots: _____

Project Description: _____

APPLICANT & OWNER INFORMATION

Applicant Name: _____ Phone: _____

Company Name: _____ Fax #: _____

Mailing Address: _____ Email: _____

Owner Name: _____ Phone: _____

Company Name: _____ Fax #: _____

Mailing Address: _____ Email: _____

DISCLAIMER & SIGNATURE

I CERTIFY THAT I AM THE OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY (WITH SIGNED LETTER OF AUTHORIZATION) AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN MADE AND ALL DATA, INFORMATION AND EVIDENCE HEREWITH SUBMITTED ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT. FURTHERMORE, I HEREBY IRREVOCABLY AUTHORIZE THE CITY OF LEAGUE CITY, ACTING THROUGH ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, TO ENTER UPON THE SUBJECT PREMISES AND INTO ANY STRUCTURES THEREON, FOR THE PURPOSES OF INSPECTING AND EVALUATING COMPLIANCE WITH ANY PERMIT ISSUED AS A RESULT OF THIS APPLICATION.

Applicant Signature: _____ Date: _____

FOR CITY USE ONLY:

Project #:	Submittal Date:	Total Fee:
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Planning Department
 City of League City
 500 W. Walker St.
 League City, TX 77573
 Phone: 281.554.1080
 Fax: 281.554.1020
planning@leaguecity.com

City of League City Universal Development Application

LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Owner Name

Owner Address

City, ST Zip

Date

Planning Department
 City of League City
 500 W Walker Street
 League City, TX 77573

Dear City of League City Planning Department:

I, _____, certify that I am the owner of the project property located at _____ and that the forgoing statements and answers herein 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 _____ to act as my representative for this project. I agree to be responsible for payment of all bills due to the City of League City related to this application. Furthermore, I authorize employees, agents and representatives of the City of League City to enter and inspect the subject premises, including land and structures, to evaluate existing and proposed conditions as they relate to the submitted application. 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 _____