



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State Street ★ Decatur, TX 76234 ★ 940.393-0250 voice ★ 940.626.4629 fax

SUP – PRIVATE CLUB Checklist

- Complete the Beer & Wine Permit / Location Verification Form
- Completed Universal Application & Special Use Permit Checklist
- Required SUP documentation
- Collect Fees
 - Beer & Wine Permit Fees
 - Special Use Permit Application Fees
 - Notification Fees
- I have reviewed the checklist and all submittals for completeness and accuracy. I attest that the above information has been provided. If application submittal is determined to be incomplete, additional fees may be assessed.

Signature

Date

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CITY OF DECATUR, TEXAS

Beer & Wine Sales Permit

Permit #: _____

Permit Fee: \$ _____

BEER & WINE SALES LOCATION VERIFICATION

INSTRUCTIONS:

Applicant is to complete all requested information down to the double line, submit permit fees and provide a copy of the completed T.A.B.C. Prequalification Packet.

Off-Premise Consumption Location

Private Club Location

Name of Applicant: _____ Phone: _____

Name of Business: _____ Phone: _____

Application Address: _____ Zip: _____

Legal Description of Property: Lot: _____ Block: _____ Addition: _____

Abstract No: _____ Survey Name: _____ Tract: _____

Property Owner: _____ Phone: _____

Owner's Address: _____ Zip: _____

Is there or has there been a TABC license on the property before? Yes No

If YES, when does it or did it expire? _____

In addition to the sale of alcoholic beverages, please provide an accurate statement of all other business or entertainment activities to be conducted at the application address:

Applicant / Agent Name (PRINT) _____

Applicant / Agent Signature _____ Date _____

NOTICE: Approval of the processing form does not imply that the location/building is in compliance with all applicable ordinances. This form is only for distance check and zoning use. Consult with the Building Services Department, 940-627-9600, regarding all other requirements before investing any time or money.

FOR CITY USE ONLY

DATE RECEIVED: _____

BUILDING INSPECTORS CERTIFICATION

I hereby certify that I have personally inspected the property described above and my comments are:

1. The use as described by the applicant is allowed in this zoning? YES NO

If Yes, (by right _____, by legal nonconforming _____) Zoning? _____

CERTIFICATION CONTINUED ON REVERSE SIDE

2. The location is within 300' of a church or public hospital? YES NO

Note: For churches or public hospitals measure from front door to front door, along the property lines of the street fronts and in a direct line across intersections.

3. The location is within 300' of a church or private/public school, day care center or child care facility? YES NO

OFF-PREMISE CERTIFICATION ONLY:

Note: For private/public schools, measure in a direct line from the nearest property line of the school to the nearest property line of the place of business, and in a direct line across intersections.

Note: If located on or above the fifth story of a multistory building: measure in a direct line from the property line of the private/public school to property line of the place of business in a direct line across intersections vertically up the building at the property line to the base of the floor on which the business is located.

ON-PREMISE CERTIFICATION ONLY:

Note: For private/public schools, day care centers and child care facilities measure in a direct line from the nearest property line of the school, day care center or child care facility to the nearest property line of the place of business, and in a direct line across intersections.

Note: For multistory building : business may be within 300 feet of a day care center or child care facility as long as the facilities are located on different floors of the building.

Note: If located on or above the fifth story of a multistory building: measure in a direct line from the property line of the private/public school to the property line of the place of business in a direct line across intersections vertically up the building at the property line to the base floor on which the business is located.

4. OK to issue permit: YES NO

- a. If the zoning allows this use and the distance check complies, check the YES box and continue processing.
- b. If zoning does not allow this use, check the NO box, clear the paperwork and stop the processing.
- c. If distance check does not comply, check the NO box, clear paperwork and stop the processing.

Verified by:

Inspector Signature	Inspector Printed Name	Date
Police Chief Signature	Police Chief Printed Name	Date

Certified by:

Diane Cockrell, TRMC, City Secretary	Date
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FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Decatur".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• <i>Application</i>	<i>Yes</i>	<i>No</i>	<i>To Be Completed by Staff Accepting Application</i>
• <i>Fee Paid</i>	<i>Yes</i>	<i>No</i>	<i>Key Dates</i>
• <i>Survey Provided</i>	<i>Yes</i>	<i>No</i>	On P&Z Agenda: _____
• <i># of Copies</i>	_____		On Council Agenda: _____
			Newspaper Publication Dates:
• <i>Plans Provided</i>	<i>Yes</i>	<i>No</i>	P&Z: _____
• <i># of Copies</i>	_____		CC: _____
			Property Owner Notification Date _____
• <i>Application Accepted</i>	<i>Yes</i>	<i>No</i>	

Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____



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Private Club Zoning, PD and SUP Application Checklist

A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the Planning Director will result in application not being processed. Under special circumstances, additional items may be required.

The Planning and Zoning Commission in considering and determining its recommendations to the City Council on any request for a Special Use Permit may require from the applicant plans, information, operating data and expert evaluation concerning the location and the function and characteristics of any building or use proposed. The city Council may, in the interest of the public welfare and to assure compliance with the Ordinance, establish conditions of operation, location, arrangement and construction of any use for which a permit is authorized. In authorizing the location of any of the uses listed as a Special Use Permits, the City Council may impose such development standards and safeguards as the conditions and locations indicate important to the welfare and protection of the adjacent property from excessive noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view or other undesirable or hazardous conditions.

Application Requirements:

- An application form and the appropriate fees.
- A location map indicating property to be rezoned.
- A letter of intent including:
 - Existing and proposed zoning districts
 - Justification for the request.
 - An assessment of public facilities, demonstrating the adequacy of or provision for public facilities serving the proposed development, including but not limited to roads and/or traffic, water, wastewater, drainage and schools.
- A written and electronic legal description of property being rezoned on an 8½" X 11" sheet - five (5) typed copies on plain bond - no letterhead.
- Submit a total of five (5) copies of site plan drawn in ink and on plain white paper. Drawings by engineering / planning firms are preferred. All site plans must be individually folded with the name of the project face up.
- Submit a total of two (2) copies of the Tree Survey and Tree Preservation Plan and the Landscape Plan, if applicable. All plans must be individually folded with the name of the project face up.
- One (1) CD-ROM containing all the plans, all completed and signed checklist, Legal description, Letter of Intent in Adobe PDF format.
- If more than one zoning district is proposed, a Zoning Plan is required.
- If a Zoning Plan is required. Submit a total of five (5) copies of zoning plan drawn in ink and on plain white paper. Three (3) reduced copies (8½" X 11"). Drawings by an engineering firm are preferred. All zoning plans must be individually folded with the name of the project face up.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

Signature

Date



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Contents of a Zoning Plan:

- Drawn on a sheet size of 18" X 24" or 24" x 36" (smaller or larger sheet size may be accepted only if approved by Planning Director).
- Name, address and telephone numbers of all professional consultants, if any.
- Project name, vicinity map, scale, north arrow and date.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- Applicant's name and address and their legal interest in the subject property.
- Owners name and address, if different from the applicant.
- Land use designation as contained in the Master Plan.
- Zoning designations and existing uses adjacent to the proposed development.

Site Plan Requirements:

- Drawn on a sheet size of 18" X 24" or 24" X 36" (smaller or larger sheet size may be accepted only if approved by Planning Director).
- Drawn to an engineer scale not smaller than 1" = 100' (smaller scale may be accepted only if approved by Planning Director).
- Name, address and telephone numbers of all professional consultants, if any.
- Project name, vicinity map, scale, north arrow and date.
- Name of property owner and / or proposed developer.
- Existing zoning and use of the site and adjacent properties.
- Total number of acres in request.
- Distinct boundaries and dimensions of subject site.
- Description of all processes and activities involved with the proposed use.
- Location of all existing and proposed building and structures, including the number of stories, height, roofline, gross floor area, and location of building entrances and exits.
- Approximate location of existing and proposed utilities.
- The Identification, location and size of all existing and proposed gas, petroleum, or similar common carrier easements and pipelines located within or on the boundary of the development. If no easements or pipelines are located on the property, add a note to that effect. This included gathering and flow lines.
- Location of existing drainage and natural features.
- The location and dimension of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside storage facilities.
- Building setbacks.
- Location, dimension, and type of sign(s) to be used on the property. (Scale drawings preferred.) Separate sign permit may be required.
- Location and size of all greenbelts, open space, recreational areas or parks.
- Location, height, and type of walls, fences or screening.
- Any other information deemed necessary by the Planning Director to analyze the project.



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Additional PD Checklist requirements

Pre-Application Meeting

Data to Accompany Initial Application.

The following will be included in the initial submission of the PD. Incomplete packages will not be accepted.

- Metes and bounds description of the overall tract with topographic information necessary to project the natural terrain and environmental character of the site.
- A written and graphic description of the PD and the existing and allowable land use surrounding the proposed PD. This is to include the size and location of all major areas planned for public and private uses.
- A written description of planning assumptions and projections relating the PD to the overall community growth and planning goals.
- A graphic depiction of potential land uses under the existing zoning and of proposed land uses under the PD. Include a comparison chart to illustrate all setbacks, height, impervious coverage, green space, parking requirements, traffic generated, and water/sewer impacts between the potential and proposed land uses.
- Open Space Requirement. All single family residential PDs will provide open space at a minimum ratio of .01 acres for each residential unit. Private ownership of these areas is permitted subject to deed restrictions that mandate the private park area be committed to permanent open space and the grounds and equipment of such will be maintained in an attractive manner comparable with the neighborhood.

Submission of preliminary plat and final plat to the Development Review Team for in-house review and approval.

Data to Accompany Preliminary Plat (PP).

- Metes and bounds description of the overall tract with topographic information at two (2) feet contours.
- Drainage Plan.
- Overall graphic of lot layout.
- All rights-of-way, easements and dedicated common areas.

Data to Accompany Final Plat (FP).

- Individual lot setbacks.
- Dedication of rights-of-way.
- Dedication of open space.

Submission of development construction plans (single family development) or engineering site plans (non-single family development), in accordance with plan requirements, to the Development Review Team for in-house review and approval.

Data to Accompany Engineered Site Plan.

- Landscape Plan
- Water and Sewer layout, connections and details
- Sidewalk, Street and Driveway details.