



# CONDITIONAL USE PERMIT APPLICATION

**NOTICE: A Conditional Use Permit is required when indicated within the subject zoning district.**  
A conditional use permit package may be submitted by email at [planning@weatherfordtx.gov](mailto:planning@weatherfordtx.gov) and fees paid over the phone (817) 598-4284.

Name of Project: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Acres/Square Feet: \_\_\_\_\_

Proposed use(s): \_\_\_\_\_

Owner (s) Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Conditional Use Permit Application Checklist**  
**Pre-application meeting with planning staff required prior to submission**

1. Proof of property ownership (Deed) or contract for purchase and notarized letter from owner granting permission for project
2. Evidence that all taxes and special assessments due and payable have been paid in full
3. Conditional Use Permit Fee: \$600
4. Letter describing the details of the proposed use
5. Legal Description in Word (electronic) format
6. Site Plan with the following information (Plans should be drawn on 8.5"x11", 11"x17", or 18"x24" sheets)
  - I. Project name, site address/legal description, anticipated project date, and north arrow
  - II. Property lines (including adjacent properties) with roadways, driveways, parking areas, emergency access, setbacks, easements, drainage, flood and/or wetland features
  - III. Existing and proposed buildings, structures, decks, pools, patios, fences, retaining walls, landscaping, outside storage and display and signs, with distances to property lines and other structures
  - IV. Proposed improvement dimensions, (attach floor plans and elevations if applicable)

With the signing and submittal of this application the property owner authorizes the City of Weatherford to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the Planning & Zoning Commission, City Council, and City Departments.

I, \_\_\_\_\_, as owner or duly authorized officer for the above referenced property, hereby confirm that all the information included in this application is true and correct to the best of my knowledge.

**Case Number:** \_\_\_\_\_ **Filing Fee:** \_\_\_\_\_