

**CITY OF PORT NECHES  
PROCEDURES FOR CONDITIONAL USE PERMIT REQUESTS**

1. You may pick up an Application for a Conditional Use Permit at City Hall from the Public Works Secretary, or you may visit the City's website ([www.ci.port-neches.tx.us](http://www.ci.port-neches.tx.us)) and print the application from there.
  
2. The Applicant must submit the following items to the Building Official for review:
  - a. Completed application
  - b. Letter from applicant stating their request and reason(s) for their request
  - c. Completed the "Appointment of an Authorized Representative" form (when applicable)
  - d. Site Plan providing the following information:
    - i. Data describing all processes and activities involved with the proposed use;
    - ii. Boundaries of the area covered by the site plan;
    - iii. The location of each existing and proposed building and structure in, the area covered by the site plan and the number of stories, height, roofline, gross floor area and location of building entrances and exits;
    - iv. The location of existing drainage ways, and significant natural features;
    - v. Proposed landscaping and screening buffers;
    - vi. The location and dimensions of all curb cuts, public and private street, parking and loading area, pedestrian walks, lighting facilities and outside trash storage facilities;
    - vii. The location, height and type of each wall, fence, and all other types of screening;
    - viii. The location, height and size of all proposed signs;
    - ix. Bearings, and street frontage of the property;
    - x. Screening, lighting, and landscaping;
    - xi. A traffic impact analysis as may be required in the sole discretion of the Public Works Director; and

- xii. Any other information the Planning and Zoning Commission determines necessary for a complete review of the proposed development.
3. Once the application has been reviewed by the Building Official, turn in application to the Public Works Secretary with your payment, in the amount of \$150.00, for the application fee; the Water Department will issue you a receipt. This fee is non-refundable. The Public Works Secretary will review the application and verify that all information is complete and that all required documents have been received. She will ensure that there are no back taxes on the property and confirm with the City Secretary that there are no outstanding labor liens on the property.
4. Once the application and supporting documents have been reviewed by the Building Official, the Public Works Secretary will schedule a Public Hearing for the Planning and Zoning Commission and the City Secretary will schedule a Public Hearing for the City Council.
5. Both Public Hearing Notices (one for the Planning and Zoning Commission and one for the City Council) must be advertised in the Port Arthur newspaper not less than 16 days prior to the hearing.
6. At least 11 days prior to the Public Hearings, notifications will be sent to the applicant and all property owners within 200 feet of the property making the request.
7. The Planning and Zoning Commission will conduct a Public Hearing at City Hall in the Council Chambers. Once the Public Hearing is concluded, the Planning and Zoning Commission will make a recommendation to the City Council regarding the request or postpone action should there be any question(s) or if additional information is necessary (this is done at the same meeting). **The applicant or an authorized representative must attend this meeting.**
8. The City Council will conduct a Public Hearing at City Hall in the Council Chambers to consider the request and the recommendation of the Planning and Zoning Commission. Once the Public Hearing is concluded, the City Council will take action on approving or denying the request or postpone action should there be any question(s) or if additional information is necessary (this is done at the same meeting). **The applicant or an authorized representative must attend this meeting.**

**NOTE:**

If the applicant wishes to receive a schedule of the meetings, please inform the Public Works Secretary of this request. Once the dates are set, a schedule of events will be mailed to the applicant; they will still receive notices before the events are taking place.



1005 Merriman Street Port Neches, Texas 77651  
 P. O. Box 758 Port Neches, Texas 77651  
 Office: 409.727.2182 fax: 409.727.8677  
[www.ci.port-neches.tx.us](http://www.ci.port-neches.tx.us)

**CITY OF PORT NECHES  
 APPLICATION FOR A CONDITIONAL USE PERMIT**

**APPLICANT'S INFORMATION**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION (IF DIFFERENT FROM THE APPLICANT)**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Address/Location: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Number of Acres: \_\_\_\_\_  
 Deed Records: Vol. \_\_\_\_\_ Page \_\_\_\_\_

**CONDITIONAL USE REQUEST INFORMATION**

Type of business: \_\_\_\_\_  
 Current Zoning Classification for the property: \_\_\_\_\_  
 Zoning Classification allowing as a Permitted Use: \_\_\_\_\_  
 Zoning Classification allowing the Conditional Use: \_\_\_\_\_

Has this request been made before:  Yes  No

If you selected "Yes", please provide the following information:

Date of request: \_\_\_\_\_ Was the request:  Approved  Denied  Withdrawn

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**REQUIRED ITEMS THAT HAVE BEEN RECEIVED OR COMPLETED BY STAFF:**

- Completed application
- Letter from the property owner stating their request and reason(s) for their request
- A completed "Appointment of an Authorized Representative" form (when applicable)
- Site Plan (showing the required information noted on the procedures)
- Payment of \$150.00    Date Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**MEETING DOCUMENTATION**

Date of Planning and Zoning Commission Meeting: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Date of City Council Meeting: \_\_\_\_\_ Action Taken: \_\_\_\_\_