

APPLICATION **SPECIAL USE PERMIT**

Sec. 28-63 of the Code of Ordinances, Zoning Code

PAID
☒ CASH ☐ CHECK ☒ CREDIT
MEMO 12/2/22

Submittal Instructions:

- Please check all the boxes. If an item is not applicable, please note that it is not applicable (NA).
- Please submit the completed application with all supporting documentation. Applications may be submitted in person or electronically (pdf format) by e-mail. Incomplete and partial applications will not be accepted.
- For electronic submittals, please include the address of the property and the type of application in the subject line of the e-mail.

Subject Line: Address of the project/Commercial or Residential/Type of application. Example: 1000 Main Street/Commercial/Fence Permit

- The City staff is available to assist you in person at City Hall or over the phone at 979-849-4364.

Requirement:

- ☐ Pre-Application Conference (DAWG Meeting). This is required prior to application submittal.

The application packet must be submitted with the following:

- ☐ A completed application signed by the owner/s of the property.
- ☐ Concept plan approval (if required).
- ☐ A site plan in conformance with the Sec-28-63.
- ☐ Payment of all applicable fees. Refer to Appendix B of the Administrative Development Procedures Manual.
- ☐ 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the Special Use Permit request. If the property is platted, a copy of the plat should be provided.
- ☐ Location/vicinity map showing the location and boundaries of the proposed Specific Use Permit. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Tax Certificate showing that all taxes and obligations have been paid regarding the subject property.
- ☐ Notarized statement verifying land ownership.
- ☐ Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.

979-CC
55-Cash
1025.00

**DEVELOPMENT INFORMATION**

Project Name/Address/Location: Broken Art Studio / 108 N Velasco St Acreage: NA
Brief Description of Project: Tattoo Art Studio
Is property platted? ☐ No ☒ Yes Subdivision name: _____ No. of Lots: _____
Recordation #: _____ Parcel(s) Tax ID#: _____
Existing Use: NEW Suite Proposed Use: Tattoo Studio
Current Zoning: CBD Proposed Zoning: CBD
Occupancy Type: Business Sq. Ft: _____ Bed #: _____ Bath #: 1 Car Garage #: _____
Water System ☐ Well ☒ Public Flood Zone: ☐ Yes ☒ No Sewer System: ☐ Septic ☒ Public

PROPERTY OWNER INFORMATION

Owner: Angela Ganze Contact Name: Angie Ganze
Address: _____ City/State/ZIP: Angleton, TX 77422
Phone: _____ Email: _____

APPLICANT INFORMATION

Applicant/Developer: Janet Ontiveros Contact Name: Janet Ontiveros
Address: _____ City/State/ZIP: _____
Phone: _____ Email: _____

KEY CONTACT INFORMATION

Name of the Individual: Janet Ontiveros Contact Name: Janet
Address: _____ City/State/ZIP: _____
Phone: _____ Email: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

Signature: _____ Date: 11/19/2025
(Signed letter of authorization required if the application is signed by someone other than the property owner)

*******OFFICE USE ONLY*******

DATE REC'D: _____ BY: _____
FEES PAID: _____
APPROVED BY: _____ DATE APPROVED: _____
APPLICATION/PERMIT NO: _____ EXP DATE: _____

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

APPLICATION FEE: *Specific Use Permit NA Base fee \$1000.00 + \$25.00/each zone - 0 to 5 acres
Base fee \$1000.00 + \$25.00/each zone - 5 to 25 acres
Base fee \$1025.00 + \$25.00/each zone - 25 to 50 acres
Base fee \$1050.00 + \$25.00/each zone - 50 to 75 acres
Base fee \$1075.00 + \$25.00/each zone - 75 to 100 acre*

TYPE OF APPLICATION Please check appropriate box below:

Landuse, Policy, and Site Development

- ☐ Annexation
- ☐ Rezoning/ FLUM Amendment
- ☒ Specific Use Permit
- ☐ Planned Development (PD)
- ☐ Amending Minor and Major Plat
- ☐ Minor Consolidation Plat
- ☐ Development Plat
- ☐ Concept Plan
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Replat
- ☐ Construction Plans
- ☐ Special Exception
- ☐ Floodplain Development Permit
- ☐ Variance/Appeal
- ☐ On-Site Sewage Facility Permit (OSSF)
- ☐ Certificate of Occupancy (CO)
- ☐ Grading/Clearing Permit
- ☐ Site Development Permit/ Site Plan Review

Interpretations/Verifications/Text Amendments

- ☐ Comprehensive Plan Amendment (Text)
- ☐ Land Development Code (LDC)/Zoning Text Amendment
- ☐ Vested Rights Verification Letter
- ☐ Letter of Regulatory Compliance
- ☐ Zoning Verification
- ☐ Letter/Written Interpretation
- ☐ Legal Lot Verification

Other Permits/Licenses/Registration

- ☐ Commercial -New/Remodel/Addition
- ☐ Residential Building Permit 1 & 2 Family
(New, Remodel, Addition, Patio Cover, Carport, Foundation Repair, House Leveling, Windows, New Mobile Home, Siding, Storage Building permits, Re-roof)
- ☐ Miscellaneous
- ☐ Fence
- ☐ Solar Panels
- ☐ Swimming Pool
- ☐ Demolition or Move
- ☐ Backflow/Irrigation
- ☐ Flatwork
- ☐ Electrical Permit
- ☐ Plumbing Permit
- ☐ Mechanical Permit
- ☐ Sign Permit
- ☐ Garage Sale Permit
- ☐ Master/ Common Signage Plan
- ☐ Fire Prevention Permit Form
- ☐ Right-of-Way Construction
- ☐ Pipeline Permit
- ☐ Drainage Pipe/Culvert Permit
- ☐ Roadside Banner Permit
- ☐ Mobile Home Park Registration
- ☐ Game Room Permit Form
- ☐ Grooming Facility License
- ☐ Alcohol permit
- ☐ Health Permit
- ☐ Temporary Health Permit
- ☐ Alarm Permit

Section 3 Specific Use Permits

A Specific Use Permit (SUP) may be granted to a land use which, because of its unique nature, is compatible with the permitted land uses in a given zoning district only upon a determination that the external effects of the use in relation to the existing and planned uses of adjoining property and the neighborhood can be mitigated through imposition of certain standards and conditions. These uses may locate in districts as indicated in the Zoning Ordinance Sec. 28-81. - Use Regulations (Charts). These specific uses shall commence only after a Specific Use Permit is recommended by the Planning and Zoning Commission and approved by the City Council.

a. Approval Process

The Specific Use Permit process is similar to a rezoning process and typically requires 60-90 days and is governed by the requirements in the Texas Local Government Code. The process in the City of Angleton is as follows:

1. Initiation

A Specific Use Permit may be initiated by a property owner or his / her authorized agent.

2. Pre-Application Conference

a Pre-Application Conference is required before submitting the application. During the Pre-application Conference, the DAWG will assist the applicant(s) to determine if a SUP is required for the intended use.

3. Application Submittal

A complete application will be submitted by the property owner or the applicant in a format consistent with requirements established by the City with all items listed on the SUP Submittal Checklist and the Universal Application. Please refer to the meeting schedule on the City's web page for meeting dates and application deadlines.

4. Completeness Determination

City staff will determine whether the application is complete, as per the Zoning Ordinance.

5. Staff Review

Staff will review the application considering any applicable criteria for approval and prepare a report to the Planning and Zoning Commission and the City Council. The staff report will include a recommendation for action by the Planning and Zoning Commission and City Council.

6. Dual Notification of Public Hearing

Applicant Notice: Staff will notify the applicant of the date of the public hearings.

Mailed Notice: Staff will send a written notice of the public hearing (City does P & Z and CC notice at the same time) to all property owners within 200 feet of the subject property at least 15 days prior to the date of the Planning and Zoning Commission Public Hearing. The notification will include information regarding the location of the property and the requested zoning action.

Published Notice: A legal notice will be sent to the local newspaper for publication by staff.

7. Planning and Zoning Commission Public Hearing and Meeting

The Planning and Zoning Commission Public Hearings will be held at the meeting (typically first Thursday of the month) as published. At the Public Hearing City staff will present a summary of the proposed SUP. The Applicant will be provided an



opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. It is recommended that the applicant and/or property owner should be present at this meeting and be prepared to discuss the SUP as well as answer any questions that arise. The Planning and Zoning Commission will consider the request and make a recommendation to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A SUP that is recommended for denial by the Commission will still be scheduled for City Council consideration.

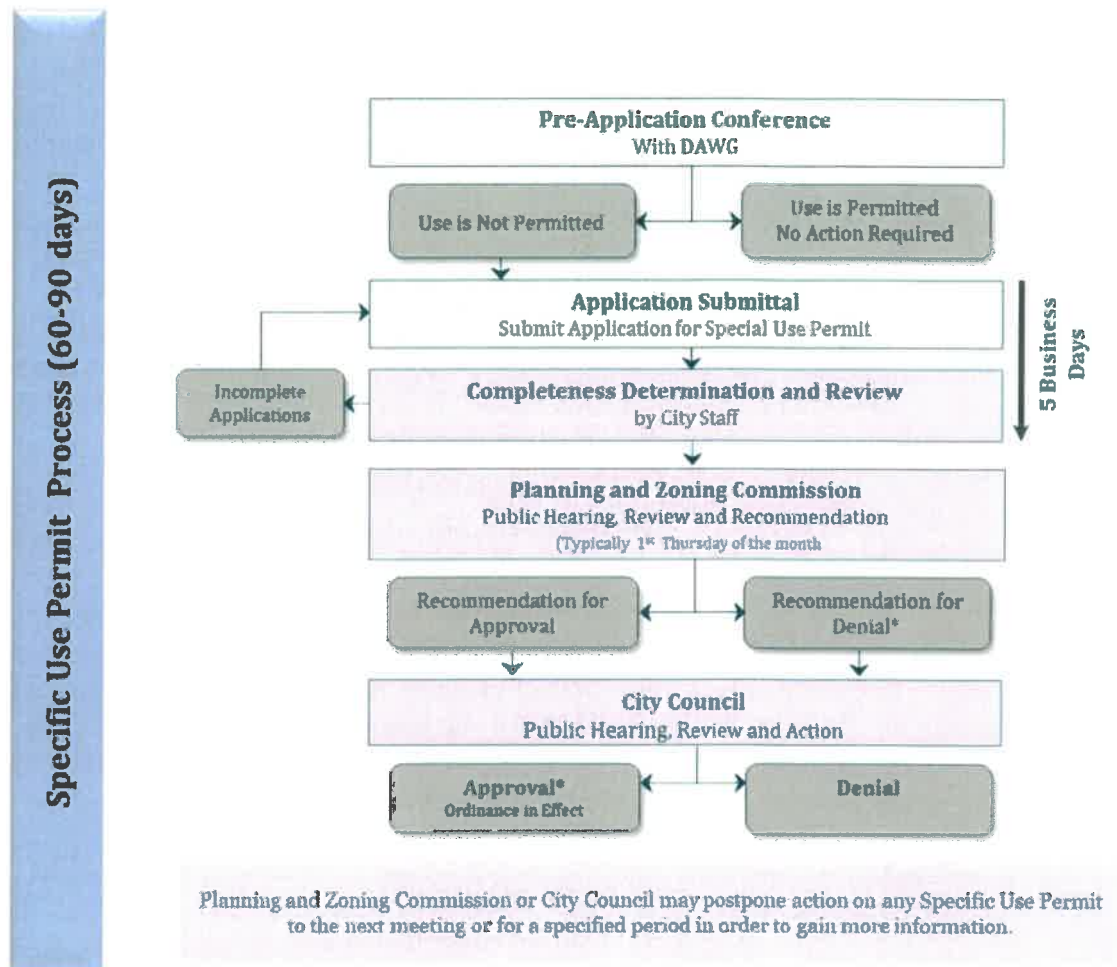
8. City Council Meeting

The City Council will consider the SUP request at a City Council Public Hearing held at the meeting (typically on the fourth Tuesday of the month) as published. The applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. It is recommended that the applicant and/or property owner should be present at this meeting and be prepared to discuss the SUP. The SUP may be approved by a simple majority vote of the City Council.

At least three-fourths vote of the City Council is required if a proposed SUP has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract (who are also residents inside the City limits).

If the Council approves the SUP request, the ordinance becomes effective after its publication. If the Council disapproves the SUP request the same request may not be resubmitted to the City for 12 months from the original date of disapproval. Upon filing a waiver request and a payment of a \$100.00 fee, the applicant may request the City Council to waive the waiting period upon a finding of changed conditions or significant new information.

b. Process Flow Chart



*At least three-fourths vote of the city council is required: If a proposed request has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract.

Failure to appear: Failure of the applicant or his/her authorized representative to appear before the Planning and Zoning Commission or the City Council for more than one hearing shall constitute sufficient grounds for the Planning and Zoning Commission or the City Council, at that body's option, to table or deny the application. Such tabling or denial shall not entitle the applicant to any refund of fees paid for consideration of his/her application, unless such refund is requested in writing and is expressly granted by the Commission or City Council at the time of tabling or denial of the application.

c. Criteria for Approval

1. A binding Site Plan for the Specific Use Permit must be approved by the City Council in order to approve issuance of a Specific Use Permit. The Site Plan must be reviewed by the City staff for compliance with the Zoning Ordinance.
2. The applications will be evaluated based on the impact and compatibility of the specific use on the surrounding properties and neighborhoods to ensure that:
 - a. The proposed use at the specified location is consistent with the goals, objectives and policies contained in the adopted comprehensive plan;
 - b. The proposed use is consistent with the general purpose and intent

of the applicable zoning district regulations;

- c. The proposed use meets all supplemental standards specifically applicable to the use as set forth in the Zoning Code;
- d. The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and, as required by the particular circumstances,
- e. The proposed use includes improvements or modifications either on-site or within the public rights-of-way to mitigate development-related adverse impacts, including but not limited to:
 - i. Adequate ingress and egress to property and proposed structures thereon with particular reference to vehicular and pedestrian safety and convenience, and access in case of fire;
 - ii. Off-street parking and loading areas;
 - iii. Refuse and service areas;
 - iv. Utilities with reference to location, availability, and compatibility;
 - v. Screening and buffering, features to minimize visual impacts, and/or set-backs from adjacent uses;
 - vi. Control of signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
 - vii. Required yards and open space;
 - viii. Height and bulk of structures;
 - ix. Hours of operation;
 - x. Exterior construction material and building design; and
 - xi. Roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development-generated traffic on neighborhood streets.
- f. The proposed use is not materially detrimental to the public health, safety, convenience and welfare, or results in material damage or prejudice to other property in the vicinity.

d. Conditions for Approval

The City Council may consider a list of issues in approving or denying the application and may impose conditions that it deems necessary to mitigate the negative impacts of the proposed Specific Use Permit, based upon the project's unique circumstances.

e. Expiration

Specific Use Permits do not have an expiration date. However, any modification to an approved Site Plan that was filed as part of a Specific Use Permit will cause the Specific Use Permit to become void, regardless of its current status, including any approval previously given by the city council. A Specific Use Permit may be



rescinded by the city council, on its own motion and at its discretion, for failure to commence development, for failure to secure an extension or reinstatement of the related site plan that was approved along with the SUP ordinance.

f. Submittal Checklist

Refer to Appendices A and B.

g. Additional Information

Site Plan Revisions:

Minor revisions/amendments: City manager has the authority to approve minor modifications to an approved site plan. Such minor modifications need to be submitted as an "amended site plan."

Major revisions: In the event of revisions that are more extensive in nature, the City Manager will determine whether changes to a site plan warrant another review and approval procedure (in accordance with this section).

Fees: Refer to Appendix B (Schedule of Fees) or the current fee schedule posted on the City's website. Please contact City staff for additional information.



CITY OF ANGLETON
2025 REZONING, SPECIAL USE PERMIT, AND PDD SUBMITTAL SCHEDULE¹

Meeting Month	Submital Deadline (for Initial Review) *	Completeness Check and Review Comments sent to Applicant ²	Resubmittal Deadline ³	Administrative Review Comments Sent to Applicant	Applicant Resubmittal	P&Z Meeting and Public Hearing	City Council Meeting and Public Hearing ⁴
	(Wednesdays at 5:00 pm)	(Fridays by 5:00 pm)	(Wednesdays by 10:00 am)	(Wednesdays by 5:00 pm)	(Tuesdays by 5:00 pm)	(Thursdays at 12:00 pm) ¹	(Tuesdays at 6:00 pm) ³
January (2025)	November 27, 2024	December 6, 2024	December 11, 2024	December 18, 2024	December 23, 2024	January 2, 2025	January 28, 2025
February	December 31, 2024	January 10, 2025	January 15, 2025	January 22, 2025	January 28, 2025	February 6, 2025	February 26, 2025
March	January 29, 2025	February 7, 2025	February 12, 2025	February 19, 2025	February 25, 2025	March 6, 2025	March 25, 2025
April	February 26, 2025	March 7, 2025	March 12, 2025	March 19, 2025	March 25, 2025	April 3, 2025	April 22, 2025
May	March 26, 2025	April 4, 2025	April 9, 2025	April 16, 2025	April 22, 2025	May 1, 2025	May 27, 2025
June	April 30, 2025	May 9, 2025	May 14, 2025	May 21, 2025	May 27, 2025	June 5, 2025	June 24, 2025
July	May 25, 2025	June 6, 2025	June 11, 2025	June 18, 2025	June 24, 2025	July 3, 2025	July 22, 2025
August	July 2, 2025	July 11, 2025	July 16, 2025	July 23, 2025	July 29, 2025	August 7, 2025	August 26, 2025
September	July 30, 2025	August 8, 2025	August 13, 2025	August 20, 2025	August 26, 2025	September 4, 2025	September 23, 2025
October	August 27, 2025	September 5, 2025	September 10, 2025	September 17, 2025	September 23, 2025	October 2, 2025	October 28, 2025
November	October 1, 2025	October 10, 2025	October 15, 2025	October 22, 2025	October 28, 2025	November 6, 2025	November 12, 2025
December	October 29, 2025	November 7, 2025	November 12, 2025	November 19, 2025	November 25, 2025	December 4, 2025	December 9, 2025

* PRE-APPLICATION CONFERENCE IS RECOMMENDED PRIOR TO APPLICATION SUBMITTAL.

1. DATES ARE SUBJECT TO CHANGE AND MAY BE ADJUSTED DUE TO HOLIDAYS AND OTHER EVENTS.

2. APPLICATIONS DEEMED INCOMPLETE WILL BE RETURNED TO THE APPLICANT AND WILL NEED TO BE SUBMITTED AT THE FOLLOWING SUBMITTAL DEADLINE FOR INITIAL REVIEW.

3. RESUBMITTALS WILL BE CONSIDERED ONLY IF APPLICATIONS ARE MISSING MINOR ITEMS.

4. IF ACTION ON THE ITEM IS POSTPONED BY PLANNING AND ZONING COMMISSION OR CITY COUNCIL, THEN THE ITEM WILL BE HEARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

NOTE: THIS SCHEDULE APPLIES TO THE FOLLOWING APPLICATION TYPES: COMPREHENSIVE PLAN AMENDMENT, LDC AMENDMENT, SPECIAL USE PERMIT, ZONING MAP AMENDMENT (ZONING OR REZONING), PLANNED DEVELOPMENT.

NOTE: IF A COMPLETE APPLICATION (INCLUDING REVISIONS AND RESUBMITTALS) IS SUBMITTED AFTER THE DEADLINE, THE APPLICATION WILL FOLLOW THE NEXT SUBMITTAL DEADLINE FOR INITIAL REVIEW.

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CRB 119-2

CITY OF ANGLETON CITY HALL
121 S VELASCO, WATER DEPARTMENT
ANGLETON, TX. 77515
979-849-4364 EXT. 1000

CASH RECEIPT

Date 12/2/2025

053011

Received From Janet Ontiveros

Address Fifty five & rd/100

For SUP application

Dollars \$ 55.00

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	<u>55.00</u>
AMT. PAID		CHECK	<u>970.00</u>
BALANCE		MONEY ORDER ☐	<u>1025.00</u>

By [Signature] 970.00 - CC
55.00 - Cash
1025

CITY OF ANGLETON CODE
121 SOUTH VELASCO STREE
ANGLETON, TX 77515

12/02/2025 08:39:32

CREDIT CARD

VISA SALE

Card # XXXXXXXXXXXX9899
Chip Card: VISA DEBIT
AID: A0000000031010
SEQ #: 1
Batch #: 387
INVOICE 1
Approval Code: 113605
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT \$970.00

CUSTOMER COPY

