

## Special Use Permit (SUP) Information Page

### I. General

#### A. Timing and Hearing Dates

1. All Special Use Permit (SUP) requests must go before the Planning and Zoning Commission (“Commission”) for a recommendation to City Council. The SUP request is then submitted to the City Council; the City Council will either approve or deny the SUP request. A public hearing will be held at both the Commission and the City Council meetings.
2. Because of public notice requirements, SUP applications (including all documentation) must be submitted 30 days prior to your desired Commission meeting date. (The Commission meets the second Tuesday of each month.)
3. Once the Commission date is scheduled, the SUP request will also be scheduled for the first City Council meeting (first Tuesday) in the month following the Commission hearing. For example, if an application for an SUP is filed January 2<sup>nd</sup>, the SUP request would be heard by the Planning and Zoning Commission on the second Tuesday of February and by the City Council on the first Tuesday of March. Total time for resolution of an SUP request is typically 2.5 to 3 months.
4. The Commission meets on the second Tuesday of each month at 4:00PM in the City Council Chambers located in the Municipal Building at 200 South Rusk. City Council meets on the first and third Tuesday of every month at 6:30PM at the same location.

#### B. Applications

1. All SUP applications require a site plan/survey, parking information, and proof of paid taxes. Tax information can be procured from the Cooke County Appraisal District.
2. Only the owner of a property or the owner of a business which requires an SUP may sign and submit an SUP application.
3. The SUP, if approved by City Council, only applies to the applicant. SUPs are granted for a specific use and for a specific applicant. If you plan to change your business or change ownership of your business, please contact the City. In many cases, change of ownership or business use will trigger the need for a new SUP application. Should the recipient of an SUP move or cease to conduct the business for which the SUP was granted, the SUP shall not be transferred to another entity. Rather, the SUP will automatically be null and void.

#### C. Fees

1. The fee for all non-daycare SUP applications is \$500. **This is a one-time application fee.**
2. Daycares will pay an initial \$375 application fee. Daycares must also pay an annual renewal fee of \$60 because of inspection requirements.



- D. Other Related Permits
  - 1. Please note: remodel permits, alarm permits, Certificates of Occupancy (CO), construction permits, sign permits, etc. require separate permit applications and must be applied for and paid for separately.
  - 2. An SUP alone is not sufficient to open for business. The business must also obtain a CO.
  
- II. Short Term Rental (STR) SUP Applications
  - A. In addition to the application information described above, please make sure to include STR location, contact information, and what type of STR you plan to operate (owner occupied, owner not occupied, etc.). Information on the different types of STRs and their requirements can be found here:  
<http://www.gainesville.tx.us/DocumentCenter/View/3909/1429-03-2018-Short-Term-Rentals?bidId=>
  - B. STR applications do not need to provide construction, floodplain, or tree information unless specifically required by Building Official.

\*Fees can change at the City Council's discretion. Please check the fee schedule available on the City of Gainesville website or call the City of Gainesville at 940-668-4799 to verify fees.