



**Westworth Village**  
The Hidden Jewel of the Metroplex.

# Request for Specific Use Permit

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

**I / We respectfully request a specific use permit from Westworth Village. The following is submitted in support of this proposal:**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

**ATTACH A SEPARATE PROPOSAL INCLUDING:**

1. The nature of this request (*the purpose of this proposal is to allow a Specific Use Permit*).
2. An explanation of why you believe this request should be approved.
3. An explanation of how the specific use would promote the Vision Plan of Westworth Village.
4. Approved concept plan/ site plan.

**PROPERTY DESCRIPTION:**

Physical Address: \_\_\_\_\_

Legal Description According to the County Deed Records: \_\_\_\_\_ Volume: \_\_\_\_\_ Page: \_\_\_\_\_

It is Shown As: Tract: \_\_\_\_\_ of the \_\_\_\_\_ survey, Tarrant County Tax Record.

A metes and bounds description and map locating the property are attached.

Total Land Area Contained Herein: \_\_\_\_\_ (Acres/ Sq. Ft.)

**PROPERTY DEVELOPMENT INFORMATION:**

Residential Zoning Districts			
SF-A	Large Lot Single-Family Residential	SF-R	Single-Family Redevelopment
SF-B	Single-Family Residential	MH	Manufactured Housing
SF-C	Custom Single-Family Residential	MF	Multi-Family Residential

Non- Residential Zoning Districts	
O	Office
C	Commercial
LI	Light Industrial

**Present Use:** Residential: \_\_\_\_\_ Non-Residential: \_\_\_\_\_ **Proposed Use:** Residential: \_\_\_\_\_ Non-Residential: \_\_\_\_\_

**Status of Development Plans:**  Concept  Site Plan  Building Plan

**DEVELOPER INFORMATION:**

Developer: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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

**ACKNOWLEDGEMENT:**

- I certify that the above information is correct and complete to the best of my knowledge and ability.
- I am fully prepared to present the above proposal at the Zoning Hearing.
- I understand that in the event the undersigned is not present at the Public Hearing the City Council may dismiss this proposal and such dismissal shall constitute denial.
- I reserve the right to withdraw this proposal at any time upon written request filed with the City Secretary. Such withdrawal shall immediately stop all proceedings. Withdrawal filed after the giving of notice of the Public Hearing shall constitute a denial by the City Council.
- I understand the filing fees are not refundable upon withdrawal or denial of proposal.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Requestor's Name (Print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Agent's Signature*

\_\_\_\_\_  
*Agent's Name (Print)*

\_\_\_\_\_  
*Date*

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered into Incode & Tyler Content Manager    Project Code: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit # Issued: \_\_\_\_\_     Permit & Application Scanned into Tyler Content Manager
- Routed to City Secretary by: \_\_\_\_\_ Date: \_\_\_\_\_

**B. CITY SECRETARY**

- Public Hearing Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_
- Public Hearing Ad Placed in Newspaper with Affidavit Requested    Date: \_\_\_\_\_
- 200' Letters Mailed & Copied to File by: \_\_\_\_\_ Date: \_\_\_\_\_
- Item has Been Placed on P & Z Agenda by: \_\_\_\_\_ Date: \_\_\_\_\_  
P & Z Date: \_\_\_\_\_     Approved     Denied
- Item has Been Placed on City Council Agenda by: \_\_\_\_\_ Date: \_\_\_\_\_  
Council Date: \_\_\_\_\_     Approved     Denied

**C. RECORDS DEPARTMENT**

Retention:

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.