

Specific Use Permit (SUP) Requirements

THE PROCESS



You've been told you need a Specific Use Permit for what you want to do on your property. How feasible is it, and what's involved?

Planning & Zoning Department

APPROXIMATE TIMELINE:

Application
Due Date



Day 1

Usually the second week of each month

Staff Notifies Public



This is done by identifying the surrounding property owners and mailing them a letter with information about the request being made.



Day 18

Packets are delivered to P&Z Commission with staff's recommendation



Day 21

Meeting is held the 2nd Wednesday of each month



_____ Day 28

Meeting is held the 3rd Wednesday of the month following P & Z

City
Commission
Public Hearing
& 2nd Reading
of Ordinance



Day 42

Meeting is held the 1st Wednesday of the following month

Who is the P&Z Board and How Does it work?

The Planning & Zoning Commission is a member board appointed by the Mayor and City Commission, which hears and decides a recommendation on rezoning cases, specific use permits, and approves land subdivisions.

There must be at least four members present to make a quorum and allow a public hearing to take place. It takes a simple majority of affirmative votes to pass an item. The Chairman only votes in the event of a tie.

The P & Z meets once a month, on the second Wednesday of each month at 5:30 p.m. at City Hall inside Townhall. Meeting agendas are posted at least 72 hours in advance of the meeting in the bulletin case located in front of City Hall at 118 E. Tyler Avenue and online at www.myharlingen.us.

