



## SPECIFIC USE PERMIT CHECKLIST

*In complete submission will NOT be accepted*

### Application Completeness Requirements:

- Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Application fees in the form of a check made payable to City of Hallettsville (Specific Use Permit = \$350.00)  
One copy of a Site Plan (8.5 X 11 minimum) prepared in accordance with this checklist including setbacks, any easements & indicate all utility hookups including water, sewer, drainage, electrical, driveway, etc.
- Metes and Bounds Description (field notes) on 8 -1/2" by 11" paper including surveyor seal and signature
- Proof of ownership - including but not limited to certified tax certificate, copy of deed, etc.
- Letter of Intent (see letter of intent requirements below)
- Verify no other home on property
- If property is in 100-yr. flood plain, include a copy of the elevation certificate
- Provide copy of any current deed restrictions
- Provide a copy or picture of the Certification Label (HUD tag) and the Data Plate of the manufactured home
- Print section of Lavaca CAD to verify property owner and property is minimum of 6,000 sq. ft.  
Any additional information required by this application, City Staff, City Council, City Codes, & Ordinances & State Statutes, needed to evaluate this request.
- Knowledge that home is required to be on the property within 90 days of final approval. (Section 3.211(f))
- Knowledge that Tie Downs are required (Section 3.216)
- Knowledge that Skirting is required (Section 3.217)

### Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete application shall be submitted in person to the following:

City of Hallettsville City Hall  
 101 N Main  
 Hallettsville, TX 77964  
[permits@cityofhallettsville.org](mailto:permits@cityofhallettsville.org)

### Letter of Intent Requirements

*The letter of intent is a narrative to describe the specific use permit request and generally should contain the following (some items may only be applicable for new development proposals):*

Describe in detail the location of the property (including distance from nearest intersection). Additionally, include the

- County Appraisal District property identification no. and address when available.
- Define acreage of subject property
- General description of the proposed development
- Specify proposed land uses with specific operations defined
- Specify if the proposed development will be developed in phases.
- Detail any special considerations
- Any additional information from the owner/applicant to thoroughly describe the request
- The letter of intent must provide the signature and contact information of owner or applicant

Preparer's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_