

Applicant & Owner Information

In filling out this form, please note that the term **Owner/ Co-Applicant** is used to denote that the owner of the subject property is considered to be a party to this application and that the owner has authorized its submission, even when the primary applicant is not the current legal owner of the subject property. Applications for Site Plans within the Padre Boulevard and Entertainment District will be reviewed for compliance with the Padre Boulevard Entertainment District (PBED) Code. City Staff will meet within 15 days of the receipt of a complete application forward their recommendation to the City Manager for final action. A pre-application meeting with the Development Services Director is encouraged for appropriate information on the process and materials to be submitted for review. Please refer to the Padre Boulevard and Entertainment District Form-Based Code User Guide for information on the applicability of the PBED on proposed development. **See Page 5 of this application for an overview of the typical application process for development within the PBED.**

Applicant

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Day Telephone _____ E-mail _____

Owner / Co-Applicant

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Day Telephone _____ E-mail _____

Application prepared by (if different from applicant)

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Day Telephone _____ E-mail _____

Existing Use of Building/Property	
Proposed Use of Building/Property	

See Table 5.1 Schedule of Uses by Character Zones for the PBED Zone

Subject Property

Street Address _____
Lot and Block Number or Tract Number _____

Character Zone PLEASE CHECK APPROPRIATE

(Refer to Regulating Plan for Character Zone Designation)

Bayfront	Section 6.1 of the PBED Code
Entertainment District Core	Section 6.2 of the PBED Code
Neighborhood Crossing	Section 6.3 of the PBED Code
Town Center Crossing	Section 6.4 of the PBED Code
Padre Boulevard North	Section 6.5 of the PBED Code
Padre Boulevard Central	Section 6.5 of the PBED Code
Padre Boulevard South	Section 6.6 of the PBED Code
Neighborhood Transition	Section 6.7 of the PBED Code

Type of Project PLEASE CHECK ALL THAT APPLY

(Refer to Applicability Matrix Table on Page 4 of this packet)

DEMOLITION
EXTERIOR REHABILITATION OR RENOVATION
FACADE MAINTENANCE
INTERIOR REMODEL OR RENOVATION
NEW CONSTRUCTION
BUILDING ADDITION
OPEN SPACE DESIGN
LANDSCAPING/SCREENING/FENCING
PARKING LOT IMPROVEMENTS/DRIVEWAY CUT
PARKING STRUCTURE
CHANGE IN USE

Application Materials to Submit

ITEMS	PAGE
Applicant & Owner Information	1
Applicant & Owner Certifications	
Description of Proposed Use/ Activity	
Site Plan Drawing/Architectural Drawings (including building elevations, if applicable)	2
R-O-W Encroachment Approval (if applicable)	
Filing Fee	3

Applicant & Owner Certifications

By the Applicant: I do hereby certify that, to the best of my knowledge and belief, all application materials are herewith submitted, and the information they contain is true and correct.

By: _____
Applicant's Signature _____ Date _____
(Please type or print name below signature)

By the Owner/Co-Applicant: I do hereby certify that I am the owner of this property and authorize the submission and consideration of this application.

By: _____
Owner's Signature _____ Date _____
(Please type or print name below signature)

Site Plan Drawing Architectural Drawings

Submit copy of drawings that illustrates the items in the following list. A site plan must be submitted for all new construction projects, including building additions and for open space projects, parking areas, site landscaping and screening projects. Exterior rehabilitation and renovation projects, facade maintenance and interior only projects with no exterior features added do not require the submission of a site plan, but do require submission of building plans, architectural elevations and renderings as needed to demonstrate compliance with the Building Design and Architectural Style Standards.

- ☐ Title block containing the name of the project, type of application, name and address of the applicant, plan preparer and owner and a written and graphic scale.
- ☐ Site plan showing all existing and proposed building locations, dimensioned parking areas if applicable, access locations, easements and any other features existing or to be placed on the property.
- ☐ Location of the subject property including delineation of Character Zones, Street Designation along all its street frontages and special frontage requirements (if any).
- ☐ When subdivision of land is required, the layout of proposed blocks, lots, streets, easements, alleys, and trails, if any, consistent with this ordinance and other ordinances and plans, as applicable.
- ☐ All proposed uses on the property and/or buildings. For buildings with mixed uses, indicate all uses within entire building (on all floors).
- ☐ Compliance with the building form and development standards for the Character Zone in which the property is located (refer to User Guide for applicability of the PBED Code).
- ☐ Distances, by dimension, of buildings to property lines and existing or proposed parking facilities (include parking layout).
- ☐ Building plans, architectural elevations and renderings of proposed building(s) and proposed renovations of existing building(s) including demonstration of compliance with Section VIII Building Design Standards and Section IX Architectural Style Standards.
- ☐ Any other information that may be reasonably necessary to review and determine whether the proposed project complies with PBED Code.
- ☐ Refer to attachments for additional information.

Description of Proposed Use/ Activity

In the space below or on an attached sheet, describe clearly and accurately the proposed use, activity, work, etc.



FOR CITY STAFF USE ONLY			
File # or Project #: Application Date (for complete application): Minor Modification Requested: Development Review Committee Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No	DSRTF Hearing Date: DSRTF Final Decision Date: City Council Hearing Date (for SDPs): City Council Final Decision Date:	
<p style="text-align: center;">This application has been reviewed and is recommended for:</p> <p style="text-align: center;">Approval <input type="checkbox"/> Denial <input type="checkbox"/></p> <p style="text-align: center;">of the Site Plan Permit for the property located at:</p> <p>_____</p> <p style="text-align: center;">Street Address</p> <p style="text-align: center;">within the Padre Boulevard and Entertainment District identified as:</p> <p>_____</p> <p style="text-align: center;">Character Zone</p> <p style="text-align: center;">Conditions/Comments</p>			
Signature (City Manager or Designee) _____		Date _____	

APPEALS OR DESIGN MODIFICATIONS FORWARDED BY CITY MANAGER TO DSRTF FOR FINAL ACTION			
FINAL ACTION			
APPEAL/DESIGN EXCEPTION APPROVAL:		FOR DSRTF USE ONLY	APPEAL/DESIGN EXCEPTION DENIAL:
<p>The Site Plan Permit for the above named subject property is approved.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> Signature of Chair of DSRTF _____ </div> <div style="width: 30%;"> Date _____ </div> </div>			
<p>The Site Plan Permit for the above named subject property is denied for the following reasons.</p> <div style="height: 100px; border: 1px solid black; margin-top: 10px;"></div>			
Signature of Chair of DSRTF _____		Date _____	

Appeals to the decisions of the City Manager/Designee or Design Exceptions may be made to the Development Standards Review Task Force (DSRTF). Applications for dimensional variances sought may be made to the Board of Adjustment.

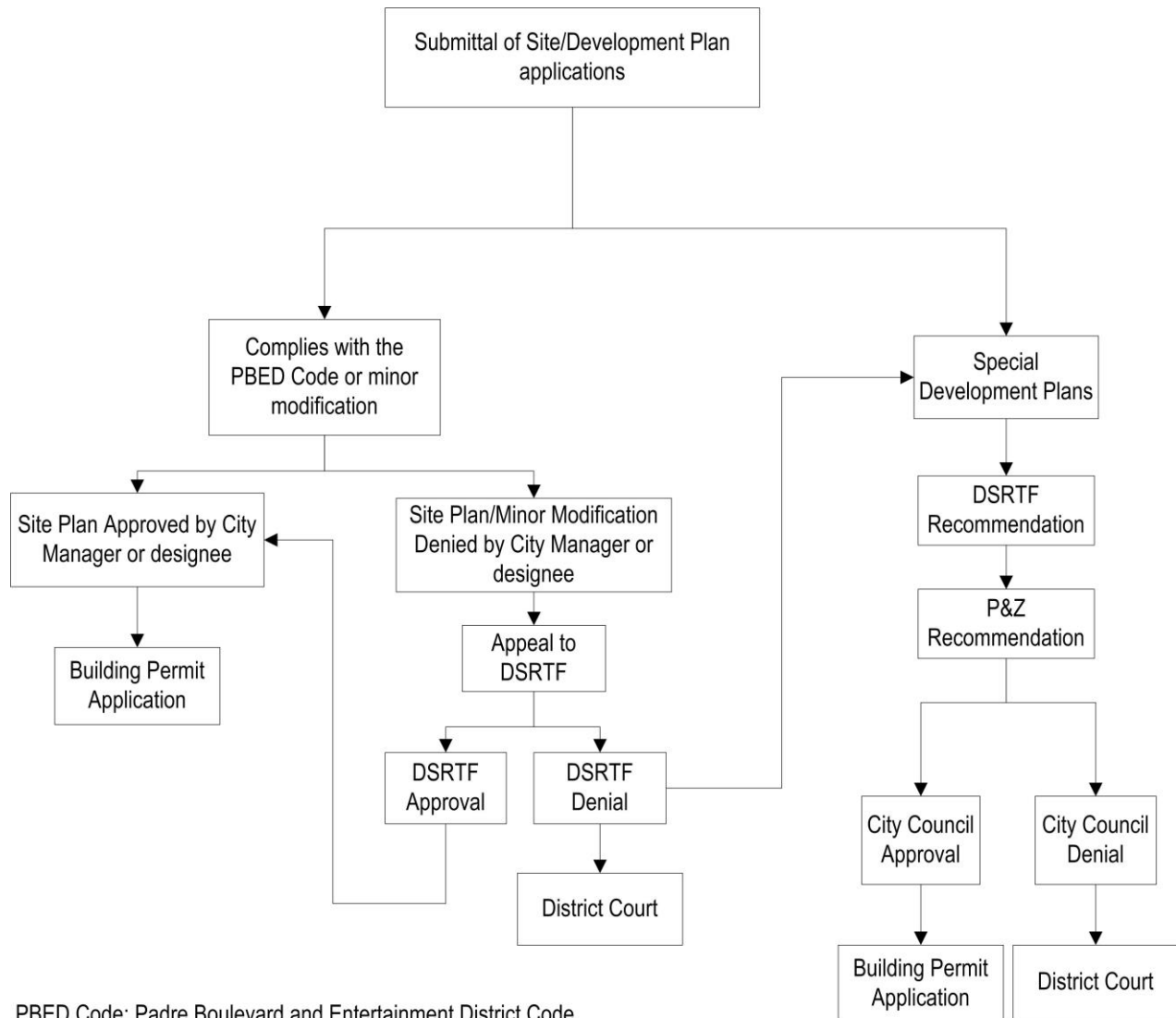
All decisions of the DSRTF on appeals and design exceptions are final actions and may be appealed to the District Court of Cameron County. All decisions of the City Council on Special Development Plans (SDPs) are final decisions and may be appealed to the District Court of Cameron County. Any encroachments onto public right -of-way require approval of City Engineer or TxDOT, as applicable. The information provided with this application packet is informational only. Please consult the Development Services Director prior to application for appropriate approval process.

**Padre Boulevard and Entertainment District Code
Applicability Matrix**

Code Section	Land Use Matrix	Building Form – Placement	Building Form – Height	Building Form – Parking & Service	Building Form – Street Screen	Building Form – Encroachments	Building Form – Facade Elements	Building Form – Residential Transition	Building Design Standards	Architectural Style Standards	Sustainability Standards	Streetscape/Landscape Standards	Signage	Civic/Open Space
Type of Development														
Commercial (retail, office, restaurant, lodging), mixed use building, apartment/multi-family building (3 or more units per lot), and live-work buildings														
New Construction	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Change of Use/Expansion of use*	X			X	X									
Expansion of Building Area														
0% - 49% increase in building area • Standards in applicable sections shall apply only to the expansions	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50% or greater increase in building area AND less than \$50,000 or 50% increase in building/improvement value • Standards in applicable sections shall apply only to the expansions	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Any increase of building area AND \$50,000 or greater than 50% increase in building/improvement value • Standards in applicable sections shall apply to the entire building including retrofitting of the existing building if non-conforming	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Expansion of parking area only (not in conjunction with a building or use expansion)														
Up to 10 spaces				X	X									
11 or more additional spaces				X	X						X	X		
Facade changes to existing buildings (regardless of value of improvement)														
Pedestrian Priority Street and Boulevard Street facades						X	X		X	X			X	
All other street facades						X							X	
Signage														
Refacing or changing a panel on an existing sign														
Modification of an existing sign where cost of the modification is valued at <u>less than</u> fifty (50) % of the replacement value of the existing sign														
Modification of an existing sign where cost of the modification is valued at <u>more than</u> fifty (50) % of the replacement value of the existing sign													X	
New sign or complete replacement of an existing sign													X	
Residential Buildings (single family attached and detached buildings)														
New construction	X	X	X	X	X	X	X		X	X	X	X	X	X
Change of Use*	X			X	X									
Expansion of use/structure (any building addition, deck, porch, etc.)	X	X	X			X	X	X	X	X				
Expansion of use/structure (new accessory building/structure on the lot or pool)	X	X	X			X		X	X	X				
Facade changes														
Pedestrian Priority Street and Boulevard Street facades						X	X		X	X				
All other street facades						X								

X indicates requires compliance

Development Process Overview



PBED Code: Padre Boulevard and Entertainment District Code
DSRTF: Development Standards Review Task Force
P&Z: Planning and Zoning Commission
CC: City Council
SDP: Special Development Plan