



Planning Division
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PLANNING

Planning is a Division of the Department of Planning & Development Services

SPECIAL USES

What is a Special Use?

A use allowed in a specific district, provided that approval is obtained from the Planning Commission and City Council, and that any special conditions are observed. Uses allowed via the approval of a Special Use are larger-scale uses those which are not generally appropriate in most locations; however, with the customization of a use with conditions to minimize negative effects, it may be considered appropriate in some situations. Examples include: golf courses, firearms ranges, campgrounds/RV parks, and detention facilities.

Who can approve Conditional Uses?

The Planning Commission makes recommendation, and the City Council is the approving authority.

What is the process for this type of request?

1. Submit a completed application with the required application fee, as outlined on the Planning Fee Schedule. The director may require a site plan of existing and proposed development of the site also be submitted.
2. Once the completed application is received, the Planning Division will review the application for completeness & resolve any questions.
3. The application is scheduled for hearing based on the adopted submittal schedule, and may be found on the Planning Division's website.
4. The Planning Commission conducts a hearing and makes a recommendation on the request.
5. The City Council approves, approves with conditions necessary to prevent or minimize adverse effects upon the surrounding neighborhood, or denies the request.

What criteria are used to determine the ruling on this type of request?

- *Impacts Minimized.* Whether and the extent to which the proposed conditional use creates adverse effects on adjacent properties;
- *Consistent with the Zoning Ordinance.* Whether and the extent to which the proposed conditional use would conflict with any portion of the Zoning Ordinance, including the applicable zoning district intent statement;
- *Compatible with Surrounding Area.* Whether and the extent to which to proposed conditional use is compatible with existing and anticipated uses surrounding the subject area;
- *Effect on Natural Environment.* Whether and the extent to which the proposed conditional use would result in significant adverse impacts on the natural environment;

- *Community Need.* Whether and the extent to which the proposed conditional use addresses a demonstrated community need; and,
- *Development Patterns.* Whether and the extent to which the proposed conditional use would result in a logical and orderly pattern of urban development in the community.

Does the decision expire?

- All approvals issued are subject to the requirement that the property must actually acquire a building permit for the approved use within 12 months from the approval date. Otherwise, the approval shall be cancelled and revoked.