



CONDITIONAL USE PERMITS (CUP)

APPLICATION CHECKLIST

WHAT DO YOU NEED TO APPLY FOR A CUP?

- Online Application (<http://etrakit.pearlandtx.gov/etrakit3/>) filled out completely
- Property owner authorization form filled out and signed by the owner and agent (if applicable).
- Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
- Parcel map, printed from the City of Pearland website, indicating the location and boundaries of the subject property.
- Letter of Intent explaining the Conditional Use Permit request in detail, specifying:
 - Proposed uses, Specific operations of the use, Square footage of buildings/lot sizes, Unique characteristics of the property, Other relevant information.
- Proposed Site plan showing the following:
 - Layout of the subject property, Buildings, Parking, Landscaping, Detention Ponds, Fence, Development phases (Plans for future expansion), Other supporting documents (renderings etc)
- Acknowledgement of the sign to be posted on the property ten (10) days prior to the public hearing.
- Application fee, as determined, paid by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.
- Signed form acknowledging explanation of conditions for specific CUP requests, if applicable (e.g. Massage establishments)

(See separate checklist for additional application submittal requirements for Telecommunications Towers, Antennas, and Shared Use on Existing Towers and Alternate Structures per Section 2.5.5.2 of the Unified Development Code)



City of Pearland

COMMUNITY DEVELOPMENT

3523 LIBERTY DR., PEARLAND, TEXAS 77581

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ADDITIONAL REQUIREMENTS FOR TELECOMMUNICATIONS TOWERS, ANTENNAS, AND SHARED USE ON EXISTING TOWERS AND ALTERNATE STRUCTURES

- ❑ An inventory of the applicant's existing towers that are either within the City or within one mile of the corporate limits specifying: Location, Height, Design (*Note: This information may be shared by the Planning Department with other applicants*)
- ❑ Site plan to scale specifying: Location of tower(s), Transmission building and other accessory uses, Street access, Parking, Fences, Landscaped areas, Adjacent land uses
- ❑ A report from a professional structural engineer licensed in the state of Texas documenting: Tower and design, with a cross-section of the structure, and total anticipated capacity of the structure, including the number and types of antennas which can be accommodated
- ❑ Letter of Intent to lease excess space on the tower and to lease additional excess land on the tower site when the shared use potential of the tower is absorbed, if structurally and technically possible.
- ❑ **Each applicant must make a good faith effort to substantially demonstrate that no existing towers could accommodate the applicant's proposed antenna by doing the following:**
 - Contact the owners of all existing towers of a height roughly equal to or greater than the height of the tower proposed by the applicant.
 - A list must be provided of all owners contacted, the date of the contact, and the form and content of the contact.
 - Where an existing tower is known to have capacity for additional antennas of the sort proposed, the application for a new tower is not complete until the owner of the existing tower responds, unless the applicant submits sufficient information for the Planning Department to determine that all reasonable efforts to obtain a response have been made.

Refer to the City of Pearland [Development Handbook](#) for additional information and requirements.