



**PLANNING AND INSPECTIONS DEPARTMENT
APPLICATION FOR SPECIAL PRIVILEGE PERMITS & LICENSES**

1. PROPERTY OWNER (S): _____
ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____
PHONE: _____ FAX: _____ EMAIL: _____
2. APPLICANT(S): _____
ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____
PHONE: _____ FAX: _____ EMAIL: _____
3. REPRESENTATIVE(S): _____
ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____
PHONE: _____ FAX: _____ EMAIL: _____
4. LOCATION: _____
5. LEGAL DESCRIPTION: _____
6. ZONING: _____ HISTORIC DESIGNATION: ☐ YES ☐ NO CITY REPRESENTATIVE DISTRICT #: _____
7. ENCROACHMENT ON: ☐ PUBLIC RIGHT-OF-WAY ☐ PUBLIC EASEMENT ☐ BOTH
8. TYPE OF ENCROACHMENT (CHECK ALL THAT APPLY): ☐ AERIAL ☐ SURFACE ☐ SUBSURFACE
SIGN, TYPE _____; SIZE _____; NUMBER _____
CANOPY/AWNING, SIZE _____; MATERIAL _____; NUMBER _____
PIPELINE/CABLE, SIZE _____; DEPTH _____; NUMBER _____
OTHER, SPECIFY _____
9. OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL (S):
PRINTED NAME: _____ SIGNATURE: _____
PRINTED NAME: _____ SIGNATURE: _____
PRINTED NAME: _____ SIGNATURE: _____

Note: signatures are required for all owners of record for the property proposed for detailed site plan review. Attach additional signatures on a separate sheet of paper

APPLICATION FEE: REFER TO SCHEDULE C (ADOPTED FEES), CITY OF EL PASO ANNUAL BUDGET

PLEASE NOTE: AS PER TITLE 15.08.120, APPLICATIONS FOR PROPERTIES ZONED SMART CODE ARE NOT ASSESSED AN APPLICATION FEE.

**** OFFICE USE ONLY ****

PSPN _____	DCC FIELD DATE: ____/____/____	DCC REVIEW DATE: ____/____/____
DCC RECOMMENDATION:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> APPROVE WITH CONDITIONS <input type="checkbox"/> DISAPPROVE
HLC ACTION:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> APPROVE WITH CONDITIONS <input type="checkbox"/> DISAPPROVE
ADMINISTRATIVE ACTION:		
COUNCIL ACTION:	INTRODUCTION: ____/____/____ PUBLIC HEARING: ____/____/____	
FINAL ACTION:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> APPROVE WITH CONDITIONS <input type="checkbox"/> DISAPPROVE
CONSIDERATION: _____	RENEWAL DATE: ____/____/____	EXPIRATION DATE: ____/____/____
TERM: _____	Accepted by: _____	

REQUIRED DOCUMENTATION FOR SPECIAL PRIVILEGE APPLICATIONS

- ☐ One (1) copy of completed application for a special privilege permit/license form. Applications must be typewritten or printed in ink in legible form. Completed application shall be accepted and scheduled on a first-come first-serve basis. The application shall include the names and contact information of the property owner(s), proposed tenant(s), Lessee(s), and signatures where applicable. The owner of the property directly adjacent to city owned public right-of-way areas shall authorize and sign any application submitted by interested parties other than the property owner(s).
- ☐ **LOCATION MAP SHEET** – One (1) copy of a current map accurately outlining the public right-of-way or easement upon which an encroachment is proposed.
- ☐ **SITE DEVELOPMENT PLANS** – One (1) electronic copy of a site development plan must be sent to ROWPermits@elpasotexas.gov. Site plans must be drawn to scale. Applicant must also include one (1) 8½ x 11” paper copy during application submittal. The following information is required on all site plans:
 - a. Legal description of the adjacent property;
 - b. Location and arrangement of encroachments;
 - c. Size and use of structures, including number square footage;
 - d. Lot lines with dimensions of the right-of-way areas;
 - e. Pedestrian ways and sidewalks including width canopy detail, etc.
 - f. Adjacent lot(s), and easement (s)
 - g. Existing city improvements including street furniture,
 - h. Architectural design of buildings (front and side elevations) showing the sidewalk pedestrian clearance (Aerial only)
 - i. improvement detail (including fencing height, footing details)
- ☐ **METES AND BOUNDS DESCRIPTION** – For permanent structures within City right-of-way, a metes and bounds description reflecting the portions of City right-of-way utilized for the structure will be required. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- ☐ **TRANSMITTAL LETTER** – A letter including the specific information, special circumstances, or conditions, which apply to the request. If the application is for an outdoor patio café, a written request to provide for the sale and service of alcoholic beverages is required to be included in the transmittal letter.
- ☐ **CERTIFICATE OF LIABILITY** – A certificate of liability insurance or self-insured affidavit with the required liability limitations as required per Section 15.08.120G of the El Paso City Code. Liquor liability insurance will be required separately for requests to sell and serve alcoholic beverages on City right-of-way. Certificate of liability insurance must be in accordance with the State of Texas Certificate Law. City of El Paso must be listed as the “Certificate Holder” as well as “Additional Insured” under the descriptions section. In addition, coverage must meet the following limitations:
 - \$1,000,000 in General Commercial Liability for Personal Injury/Death per Occurrence;
 - \$2,000,000 in General Aggregate Coverage;
 - \$1,000,000 in Property Damage
- ☐ **ALCOHOL BEVERAGE LICENSE** – A copy of the current alcohol beverage license is required for applications requesting to sell and serve beverages containing alcohol within city right-of-way.
- ☐ **CASHIER’S VALIDATION** - Upon review and acceptance of the application by the Planning and Inspections Department, the required fee shall be paid at the Cashier, City 4 Building - One Stop Shop.
- ☐ APPLICATION FEES ARE **NON-REFUNDABLE**.

IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR REVIEW BY THE DEVELOPMENT COORDINATING COMMITTEE OR CITY COUNCIL, THE APPLICATION MAY, AT THE DISCRETION OF THE BODY HOLDING THE MEETING, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT(S) PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED MEETING, THE APPLICATION SHALL BE AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE FAILURE TO APPEAR.