



Planning and Development Division
3015 Market, Galveston, TX 77550

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APPLICATION FORM PLANNING COMMISSION

Planning Commission Meeting Schedule – 2026

| Deadline / Meeting | | Deadline / Meeting | | Deadline / Meeting | | Deadline / Meeting | |
|--------------------|-------------------------------------|--------------------|------------------------------|--------------------|------------------------------|--------------------|---------------------------------|
| January | 12/2.....1/6 | April | 3/3.....4/7 3/17.....4/21 | July | 6/2.....7/7 6/16.....7/21 | October | 9/8.....10/6 9/22.....10/20 |
| February | 1/6.....2/3 1/20...2/17 (9:00am) | May | 4/7.....5/5 4/21.....5/19 | August | 7/7.....8/4 7/21.....8/18 | November | 10/6.....11/3 10/20....11/17 |
| March | 2/3.....3/3 2/17.....3/17 | June | 5/5.....6/2 5/19.....6/16 | September | 8/18.....9/22 | December | 11/3.....12/8 |

*Meetings typically are 3:30pm in City Council Chambers, 2nd Floor of City Hall, 823 Rosenberg. Verify with staff prior to meeting date.
* Notes a change from the standard Planning Commission deadline or meeting date or meeting time.*

I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

Present Use(s) and Improvement(s) on Property

Proposed Use(s) and Improvement(s) on Property

II. APPLICANT INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

License to Use Other (Please Specify): _____

III. TYPE OF REQUEST (If more than one request, a separate application is required for each)

IV. DETAILED NARRATIVE AND APPLICANT'S JUSTIFICATION FOR THE REQUEST

(Attach additional pages if necessary)

V. ACKNOWLEDGEMENTS

I certify that [] I am the legal owner on record, or [] I have secured the property owner’s permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

Please read and initial below:

_____ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.

_____ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.

_____ I understand that if I am not present or represented at the public hearing, the Planning Commission may defer or disapprove/deny the application.

_____ I understand that, in considering my application, the Planning Commission determines whether the proposed work complies with the Galveston Municipal Code, Land Development Regulations, Comprehensive Plan and other specific plans.

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner

Date

VI. APPLICANT CHECKLIST

All Requests:

- ✓ All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

Pre-Application Meeting with City Staff (Staff initial here if waived: _____)

Site Plan – Standard Requirements – All Site Plans must include, but not be limited to:

- Scale, North Arrow, Legal Descriptions, Street Address
- All building setbacks and platted building lines (front, rear, side, structure to structure)
- Footprint of all existing and proposed structures, with dimensions and distance from property lines and adjacent buildings
- Location and dimension of the lot(s) and adjacent lots that may be impacted
- Location, type, and dimensions of driveways, sidewalks, and alleys (where applicable)
- **Additional Site Plan Requirements** per each specific request. See checklists below.

Please note if your copies are larger than a legal size (8 ½ x 14) please provide (25 copies)

Survey – with property lines and easements, existing improvements, developments

Title Report – if property was purchased within the last 60 days

Additional Required Documents, Per Specific Request – See Request-Specific Checklists Below

License to Use:

Signature of Adjacent Property Owner – An applicant who is not the legal owner of the adjacent property or properties, shall supply authorization from the legal owner or owners designating the applicant as authorized agent

Site Plan Requirements – in addition to standard Site Plan requirements:

- Location, dimensions, and description of all proposed items to be placed in the City right-of-way

Written Narrative – including:

- Justification of request for placing items in the City right-of-way
- Narrative describing in detail the design and materials of the items to be placed in the City right-of-way

Non-Refundable Application Fee \$125.00 (payable to the City of Galveston)

Please note there are additional fees associated with the approval of a License to Use the City right-of-way, including:

- A one-time fee of \$50.00 for the first \$1,000.00 of cost for labor and materials and \$25.00 for each additional \$1,000.00; Please provide cost of work here: _____ . Fee to be paid after the approval is received.
- Annual Renewal fee: Canopy \$50.00; or \$1.00 per linear foot of right-of-way being used (renewal fee less than \$50.00 is automatically waived)

Please check here if this property is located within a historic district, a recommendation from the Landmark Commission will also be required.