

# CONDITIONAL USE PERMIT APPLICATION (ALCOHOL WITHIN CBA)

Updated: August, 2024



## CONTACT INFORMATION

Applicant's Name	Rooftop On The Square LLC.	Property Owner	San Marcos Assets
Company	Rooftop On The Square LLC.	Company	San Marcos Assets
Applicant's Mailing Address	126 S. Guadalupe St.	Owner's Mailing Address	126 S. Guadalupe St.

## PROPERTY INFORMATION

Subject Property Address: 126 S. Guadalupe St.  
Zoning District: CBA Tax ID #: R 134855  
Legal Description: Lot 4A Block 12 Subdivision Original Town of San Marcos  
Number of Parking Spaces: 0  
Is property more than 300' from church, school, hospital, or residential district? ☒ Y ☐ N

## DESCRIPTION OF REQUEST

Business Name: Rooftop On The Square ☒ Restaurant ☐ Bar ☐ Other: \_\_\_\_\_  
☐ NEW ☒ RENEWAL/AMENDMENT ☒ Mixed Beverage ☐ Beer & Wine ☒ Late Hours  
Hours of Operation(ex. Mon 12pm-1am): Mon 12pm-2am Tue 12pm-2am Wed 12pm-2am  
Thurs 12pm-2am Fri 12pm-2am Sat 12pm-2am Sun 12pm-2am  
Indoor Seating Capacity: 80 Outdoor Seating Capacity: 20 Gross Floor Area: 5500

## AUTHORIZATION

*I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.*

Initial Filing Fee 1,000\* Technology Fee \$15 **TOTAL COST \$1,015**

Renewal/Amendment Filing Fee \$750\* Technology Fee \$15 **TOTAL COST \$765**

Submittal of this digital Application shall constitute as acknowledgment and authorization to process this request.

**APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG](http://WWW.MYGOVERNMENTONLINE.ORG)**

## PROPERTY OWNER AUTHORIZATION

I, Brandon Cash (owner name) on behalf of  
San Marcos Assets (company, if applicable) acknowledge that I/we  
am/are the rightful owner of the property located at  
126 S. Guadalupe St, San Marcos, TX 78666 (address).

Rooftop On The Square  
I hereby authorize \_\_\_\_\_ (agent name) on behalf of  
Rooftop on The Square (agent company) to file this application for  
Conditional Use Permit (application type), and, if necessary, to work with  
the Responsible Official / Department on my behalf throughout the process.

Signature of Owner:  Date: 09/15/2025

Printed Name, Title: Brandon Cash

Signature of Agent:  Date: 09/15/2025

Printed Name, Title: Brandon Cash

## AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS

The City of San Marcos Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. ***It shall be the responsibility of the applicant to periodically check sign locations to verify that the signs remain in place had have not been vandalized or removed. The applicant shall immediately notify the responsible official of any missing or defective signs. It is unlawful for a person to alter any notification sign, or to remove it while the case is pending; however, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements.***
- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be \$150 plus a \$15 technology fee.***
- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be \$150 plus a \$15 technology fee.***

*I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.*

Signature:  \_\_\_\_\_

Date: 09/15/2025

Print Name: Brandon Cash

Form Updated March, 2023