



APPLICATION FOR

ZONING CHANGE

Incomplete applications will not be accepted.
 Indicate "NA" when an item does not pertain to your application.

Department of
 Community Development

Submittal Process – Processes may vary depending on the type of zoning request submitted. The initial submittal shall contain a completed Zoning Change Application, copies of any supporting documents, and the Zoning Change Checklist completed (attached). Please allow 10 working days for an Administrative Completeness Review, applicant will receive comments on any additional items or corrections to be addressed. Once all items have been addressed and the submittal is deemed Administratively Complete, the submittal will be presented to the Planning and Zoning Commission for their review. The Planning and Zoning Commission (Commission) shall make a preliminary report and hold a public hearing thereon before submitting its final report. Written notice of all public hearings before the zoning commission on proposed changes in classification shall be sent to owners of real property lying within 200 feet of the property on which the change in classification is proposed, such notice to be given not less than ten days before the date set for hearing to all such owners as the ownership appears on the last approved city tax roll. Such notice may be served by depositing the same, properly addressed and postage paid, in the United States mail. Where property lying within 200 feet of the property proposed to be changed is located in territory which was annexed to the city after the date of the last approved city tax roll, notice to such owners shall be given by publication.

After receipt of the final report form the Planning and Zoning Commission, a public hearing shall be held by the City Council before adopting any proposed amendment, supplement or change. Notice of such hearing shall be given by publication one time in a paper of general circulation in the city, stating the time and place of such hearing, which time shall not be less than 15 days nor more than 30 days from the date of publication. However, the City Council may, after giving published notice required herein, hold such public hearing jointly with the Planning and Zoning Commission; but the City Council shall not take action until it has received the final report form the Commission.

In the event of a written protest against such proposed amendment, supplement or change, signed by the owners of 20% or more either of the area of the lots or land included in such proposed change or of the lots or land immediately adjoining the same and extending 200 feet therefrom, such amendment shall not become effective except by the favorable vote of three-fourths of all members of the City Council.

PROJECT LOCATION		
City Limits	Extra Territorial Jurisdiction	Abstract Number:
Survey Name:		
TYPE OF ZONING CHANGE/GENERAL INFORMATION		
Name of Proposed Subdivision:		
Total Acreage:	No. of Lots:	No. of Blocks:
No. of Reserves:	Zoning Changing From:	
Nature of Proposed Zoning Change:	Single Family Residential	Manufactured Home
Public	Commercial	Multi-Family Industrial
		Manufactured Home Park
OWNER INFORMATION		
Name:		Phone:
Address:		
Email:		



ZONING CHANGE PLAN CHECKLIST

Administratively complete

- Items to be included in application submittal
 - Plat or plan
 - Application
 - Current (within 30 days of application) title report or city planning letter with ownership information, legal description, current lienholders, existing easements, and any other encumbrances to ensure all are properly identified on the plat
 - Exhibit depicting all existing structures and whether structures are proposed to be removed or remain
 - Montgomery County 9-1-1 address assignments and approval stamp (final plat)
- Proposed use
- All existing and proposed easements and rights of way are shown
- Survey/abstract name and number
- Names of owners, mailing addresses, legal descriptions, and recording information for contiguous parcels within 200 feet with parcel linework (**required for notifications**)
- City limits or ETJ lines if they traverse or form a part of the boundary, or are contiguous to the boundary

A copy of this checklist indicating all requested documentation must be attached with each submittal.

By signing this document preparer is certifying that all documentation checked is complete and accurate to the best of their knowledge.

Signature;

Preparer of documents: _____ Date: _____

Company Name: _____