

Hondo - Zoning Change Request Check List

- All exhibits shall be provided electronically (Metes and Bounds in MS Word and exhibits in PDF format)
- Address of the applicant, the property owner(s) of the subject property

Exhibit A

- A legal description with metes and bounds of the area within the proposed zoning request with the legal description extending to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 ½ x 11) of the legal description, signed and sealed by a Registered Surveyor.

Exhibit B

- Title Block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant and surveyor
- North arrow, scale and location/vicinity map
- Legend, if abbreviations or symbols are used
- Existing property lines, site boundaries, bearings and distances, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet identify by subdivision name, owner’s name and address, tax record information, land use, and zoning
- Existing topography with five (5) foot contours or less
- Natural features including drainage ways, creeks, tree masses

Exhibit C

- Assignment of use to specific areas within the plan
- Site data summary table may be necessary
- Existing and requested zoning boundary lines
- Potential dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Existing and proposed FEMA 100 year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that “no floodplain exists on the site”
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- Provide potential residential density if zoning requested is for residential districts (exclude major thoroughfares from the density calculations)
- Additional information requested by the Planning and Zoning Commission or City staff to clarify the proposed development and compliance with the UDO

Name of Preparer	Staff Initial(s)
Preparer Telephone	
Preparer Email Address	
Date	