

CITY OF HONDO, TEXAS

APPLICATION TO PLANNING & ZONING COMMISSION

Important: Deadline to receive zoning requests is Friday at 4:00 P.M. to publish on a Thursday that allows at least 16 days prior to next scheduled zoning meeting.

PLANNING AND ZONING COMMISSION AND CITY COUNCIL

- Zone Change from _____ to _____
- "SPECIFIC USE PERMIT" to operate a _____
in the _____ District.
- Subdivision Plat
 - Preliminary
 - Final
 - Replat
 - Short Form
- SITE PLAN
 - Commercial (required for 3 acres or more)
 - Light Industrial (required for 1 acre or more)
 - Heavy Industrial (required for 1 acre or more)
 - Planned Development
- Other _____

**** Accurate drawings must be included with all zoning applications.**

Applicant Agreement: I understand that filing this application does not constitute approval and incomplete applications will result in delays and possible denial. I further understand that a filing fee is non-refundable regardless of the action of the board.

Name of applicant: _____

Address: _____

Telephone #: _____ Work: _____

Name of owner: _____ (if different from applicant)

Address of owner: _____

Property street address: _____

Property legal description: Lot _____ Block _____ Subdivision _____

Proposed activities and uses planned for subject property (Be Specific): _____

Describe/provide any unusual nuisance characteristics and any possible adverse impact on neighboring properties (Be Specific): _____

If property is acreage, please provide full legal description: _____

DID YOU ATTACH THE FOLLOWING?

- Check or cash in the amount of \$100.00 payable to the City of Hondo
- Subdivision Plats \$1000.00 plus \$25.00 per lot; short form subdivision plats \$100.00

Applications to the Planning & Zoning Commission are forwarded to the City Council with appropriate recommendations for final action.

I, the undersigned applicant, hereby request approval of this application request and consent to the posting and publication of public hearing notices, posting notices on my property and mailing of notices to adjacent property owners. If a building permit is necessary on approval, I understand that I must return to the Code Compliance/Building Inspection Department to complete the permit process.

ZONING REQUESTS WILL NOT BE PUBLISHED OR PLACED ON THE ZONING COMMISSION AGENDA OR COUNCIL AGENDA IF THE APPLICATION IS NOT SIGNED.

Signature of Applicant

Signature of Owner
(If different from applicant)

DATE: _____

For office use only:

Zone Case No.: _____ Application received by: _____

Date: _____ Fee Paid: _____

CHECK LIST:

- Is the application form properly completed.
- Is a property survey or accurate drawing attached.
- Has Public Hearing notification been published in local newspaper at least 16 days in advance of Hearing.
- Have notices been posted at proposed zone change property (if applicable)
- Have notifications been mailed to all property owners within 200' radius of the proposed appeal or variance.
- Have notices been posted on Bulletin Board at least 72 hours in advance of meeting.
- Have Zoning Commission agenda packets been mailed with all applicable information.
- Has agenda been mailed to both applicant and owner.