



APPLICATION FOR
Zone Change/Special Use Permit

P.O. BOX 3100 • PHONE 325-643-5451
EARLY, TEXAS 76803

1. Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the time submitted.

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Mobile: _____ Email: _____

2. Property Address/Location: _____

3. Legal Description
Name of Subdivision: _____

Lot(s): _____ Block(s): _____ Acreage: _____

4. Existing Use of Property: _____

5. Proposed Use of Property (attach additional or supporting information if necessary): _____

6. Zoning Change Request: Current Zoning: _____ Proposed Zoning: _____

7. Reason for request (please explain in detail and attach additional pages if needed):

8. ATTACHMENTS:

____ Metes and bounds description and survey if property is not platted.
____ Location in 100-year floodplain: Please provide a map of the floodplain overlaying the property proposed for zoning or, at a minimum, a copy of the proper FEMA flood map, with panel number.
____ Map of property in relation to City limits/major roadways or surrounding area.
____ If requesting a Subdivision Development, applicant must provide development standards on the detail plan and/or provide the standards in a separate document as described in the Unified Development Code, Chapter 23.
____ Copy of deed showing current ownership in the area affected by the zoning change.

The undersigned hereby requests rezoning of the above described property as indicated.

Date

Signature of Owner(s)/Agent

Print Name & Title

For Office Use Only

Fee Received By: _____ *Amount:* _____ *Receipt No:* _____

Date Received: _____ *Cash/Check Number:* _____ *Case Number:* _____

**PLEASE READ THE FOLLOWING INFORMATION REGARDING ZONE CHANGES PRIOR TO
SUBMITTING AN APPLICATION**

APPLICATION DUE DATE/DATE OF HEARING:

All applications are due three weeks before the planning and zoning meeting in which the matter is scheduled to be heard on. Applications will be reviewed for completeness by Planning Division staff. If the application is incomplete, the Planning Division will notify you within 10 days of receipt of the application. The applicant will have an opportunity to submit the required information or the application is subject to denial if all the required information has not been submitted.

FEES:

The filing fees are as follows: seventy five (\$75.00) for the first one hundred (100) feet or fraction thereof, of lot frontage involved, and ten dollars (\$10.00) for each additional one hundred (100) feet or fraction thereof

LETTER OF AUTHORIZATION:

If you are acting as the agent for the property owner, a letter signed by the owner authorizing you to act on their behalf must accompany the application. Otherwise, the owner must sign the application and note next to the signature that they are the property owner.

LEGAL DESCRIPTION:

If the property is unplatted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey of the property must accompany the application. A survey can include a plat or metes and bounds description.

REZONING PROCESS/PROCEDURE:

1. Applicant has preliminary conference with a Planning staff member concerning the request.
2. Applicant fills out an application for zoning change (only page 1 of this information packet) and submits said application with required attachment(s) and filing fees. Please indicate proposed use(s) and provide a site plan or other information showing the intended use of the property.
3. Under certain conditions, the City will publish a notice of public hearing in the newspaper at least 15 days or 10 days depending on the circumstance prior to the meeting date.
4. The City will notify property owners within a 200-foot radius at least 10 days prior to the meeting.
5. A public hearing is held before the Planning and Zoning Commission at which time the Commission makes a recommendation to the City Council.
6. Under special conditions the Planning and Zoning Commission can require the proponent of the change to agree to perform certain things or acts as a condition precedent to the granting of the zoning change. These such requirements are made by the commissions to benefit the health, welfare and safety of the general public. If these conditions are not met within a period of ninety (90) days from the date of the approval of the zoning change by the planning and zoning commission, then the zoning change shall be deemed to have been denied, and the classification of the property shall revert to the previous classification.
7. The City will publish a notice of public hearing on its normal agenda posting prior to the City Council hearing date.
8. A public hearing is held before the City Council.
9. An ordinance authorizing the zoning change is presented and voted upon at the same meeting at which the public hearing is held. If the ordinance passes, the zoning change becomes effective immediately upon that date. The applicant will be sent a copy of the ordinance signed by the Mayor.
10. If the ordinance fails at hearing, it is considered denied at that point.

**IF ADDITIONAL INFORMATION IS NECESSARY,
CONTACT THE PLANNING DIVISION AT: (325) 643-5451**