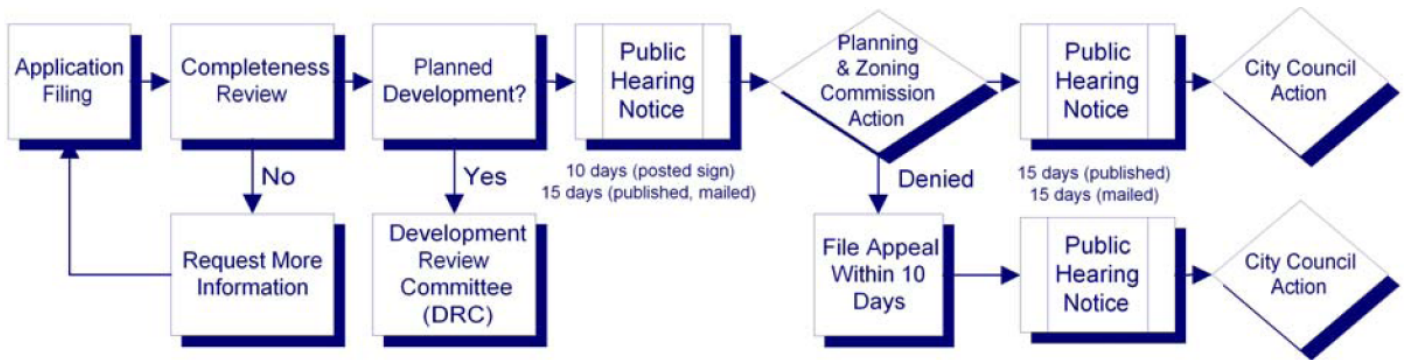


### PROCESS

- A. All zoning is by ordinance and only the City Council has the authority to adopt or to change an ordinance. The Council has assigned the study of zoning to the City Planning and Zoning Commission, which will make recommendations to the City Council. If the Commission recommends a request for rezoning, it will not be effective until it is passed by the City Council. The rezoning process normally requires a period of sixty (60) days.
- B. All requests must be filed in the Planning and Zoning Department located at 423 West Ferguson, Tyler, TX. A filing fee must be received with the completed application form. (See Fee Schedule and Deadline Dates.) **The applicant must also post a zoning notification provided by the Planning and Zoning Department along with a \$20 deposit that is refundable upon return of the sign.** The sign must be placed in the front yard of the subject property no later than seven days after the application has been submitted. **If the sign is not posted in the required time frame, the application process will cease and the applicant will be required to reapply.**
- C. Please have a representative present at all public hearings. The applicant has the duty to produce evidence before the Planning and Zoning Commission and City Council to justify the proposed zoning change. This generally requires a showing that conditions affecting the property have substantially changed since the last zoning classification decision of the City.
- D. All requests that require site plan submittals must include a hard copy site plan and digital site plan with the completed application form.



### OFFICE USE ONLY

**Zoning Application**

Receipt No.: \_\_\_\_\_ Amount: \_\_\_\_\_

**Sign Deposit**

Receipt No.: \_\_\_\_\_ Amount: \_\_\_\_\_

Signed By: \_\_\_\_\_

**APPLICATION**

A. Requesting: (One Check per Application)

- Site Plan
- Site Plan Amendment

B. Description & Location of Property:

1. Lot, Block and Addition (required): \_\_\_\_\_
2. Property Address of Location (required): \_\_\_\_\_

PRESENT ZONING	PROPOSED ZONING
CLASSIFICATION _____	CLASSIFICATION _____
OVERLAY (IF APPLICABLE) _____	OVERLAY (IF APPLICABLE) _____
AREA (ACREAGE) _____	AREA (ACREAGE) _____
	DWELLING UNITS/ACRE (if applicable) _____

C. Reason(s) for Request (please be specific):

D. Statement Regarding Restrictive Covenants/Deed Restrictions

I have searched all applicable records and, to my best knowledge and belief, there are no restrictive covenants that apply to the property as described in Part (B) which would be in conflict with this rezoning request.

- None
- Copy Attached

**AUTHORIZATION OF AGENT**

A. I (we), the undersigned, being owner(s) of the real property described above, do hereby authorize  
*(please print name)* \_\_\_\_\_ to act as our agent in the matter of this  
request. The term agent shall be construed to mean any lessee, developer, option holder, or  
authorized individual who is legally authorized to act in behalf of the owner(s) of said property.  
(Application must be signed by all owners of the subject property).

*(Please print all but signature)*

Owner(s) Name: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Agent's Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SUPPORTING INFORMATION**

A. **PROVIDE A SITE PLAN**

B. **COMPLETED AND SIGNED CHECKLIST**

Chapter 10 Article VIII (Development Approval Procedures) Section 10-652  
Site Development Plan Check List

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

- Name and address of applicant and/or owner of the property
- Name and address of person preparing the Site Development Plan
- North point, scale, and location map.
- Current zoning and proposed zoning.
- Proposed use.
- Legal description of the property (lot and block numbers if designated in plat book; metes and bounds description if any portion of the property does not have assigned lot and block numbers).
- Property dimensions of the site and lot area.
- Existing streets located within or adjacent to the subject property
- The proposed size, elevations, location and arrangement of buildings, landscaping, screening and parking areas.
- The proposed arrangement of, and number of, streets, parking spaces, entrance and exit driveways, and their relationship to existing streets, alleys and other public property.
- Adjacent properties, including the location and type of buildings and structures thereon.
- Any required and proposed screening walls, fences, retaining walls, headlight screens, dumpster screens or living screens. Include height and type of construction.
- Indicate all landscaped areas.
- The existing topography with contour intervals no greater than five feet (5') unless waived by the Planning and Zoning Director.
- If development is to occur in phases, the phases which will be followed in the construction of the planned development shall be indicated on the Site Development Plan.
- Additional requirements as to building setbacks, height and area limitations, landscaping, lighting, screening, accessways, driveways, signs or other advertising devices, and other like requirements may be imposed by the Planning and Zoning Commission for the protection of adjoining and surrounding properties.
- Provide and complete the following charts:

<u>Site Information</u>
Property Owner
Property Address
Zoning (Existing)
Zoning (Proposed)
Developer or Architect
Acreage of Project
Density of Project

<u>Plan Information</u>
Parking:
Landscaping:
Screening:
Signage:

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

\*For all requests that require site plan submittals, Requestor must complete and sign the site plan checklist.