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.