

Revised 08/04/04

APPLICANT MUST FILL OUT APPLICATION

CITY OF HONDO, TEXAS
APPLICATION TO PLANNING & ZONING COMMISSION OR BOARD OF ADJUSTMENT

Accurate schematic drawings must be included with all zoning applications

Note: Section 25.1903.3 (a) Any appeal or variance granted by Board of Adjustment shall not be valid if construction authorized is not begun within sixty (60) days.

PLEASE COMPLETE IN FULL

PLANNING AND ZONING COMMISSION AND CITY COUNCIL

ZONE CHANGE

ZONE CHANGE FROM _____ TO

SPECIFIC USE PERMIT TO OPERATE A _____ THE DISTRICT

IS OFF STREET PARKING PROVIDED IN ACCORDANCE WITH CHAPTER 25 ZONING OF THE CITY OF HONDO CODE OF ORDINANCE?

- SUBDIVISION PLAT
- PRELIMINARY
- FINAL PLAT
- REPLAT
- SHORT FORM PLAT

ZONING BOARD OF ADJUSTMENT

VARIANCE TO APPEAL

NOTE: A SITE PLAN IS REQUIRED FOR DEVELOPMENT OF 5 ACRES OR MORE.

NAME OF APPLICANT:

ADDRESS:

TELEPHONE #: _____ WORK

NAME OF OWNER _____ (IF DIFFERENT FROM APPLICANT)

ADDRESS OF OWNER

PROPOSED ACTIVITIES AND USES PLANNED FOR SUBJECT PROPERTY:

LOCATION OF PROPERTY, DESCRIBED ACCORDING TO SUBDIVISION PLAT FILED AT THE COUNTY COURTHOUSE OR THE COUNTY TAX ROLLS:

LOT(S) _____, BLOCK(S) _____ ADDITION

ADDRESS OF PROPERTY

PROPERTY IS SITUATED ALONG THE _____ (N,S,E,W) SIDE OF

APPROXIMATELY _____ FEET _____ (N,S,E,W) OF THE INTERSECTION OF _____ (STREET) WITH _____ STREET.

DID YOU ATTACH THE FOLLOWING:

- < FOR DEVELOPMENTS CONSISTING OF 5 ACRES OR MORE, SITE PLAN, INDICATING LOCATION, DIMENSION AND USES OF EXISTING AND PROPOSED STRUCTURES, EASEMENTS, FENCES, CURBS CUTS, STREET AND ALLEY RIGHT-OF- WAY LINES ON AND WITHIN FIVE (5) FEET OF SUBJECT PROPERTY?
ATTACHED
NOT APPLICABLE
- < TYPED COPY OF THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY IF PROPERTY IS NOT NOW PLATTED?
- < CHECK OR CASH IN THE AMOUNT OF \$100.00 PAYABLE TO THE CITY OF HONDO SUBDIVISION PLATS \$1000 PLUS \$25.00 PER LOT; SHORT FORM SUBDIVISIONS \$200.00

IF APPLICABLE, ARE THERE DEED RESTRICTIONS THAT WOULD PROHIBIT THE CHANGE OR VARIANCE BEING REQUESTED?

APPLICATIONS TO THE PLANNING & ZONING COMMISSION ARE FORWARDED TO THE CITY COUNCIL, WITH APPROPRIATE RECOMMENDATIONS, FOR FINAL ACTION BY COUNCIL.

IF APPLICANT IS AGGRIEVED BY A DECISION OF THE BOARD OF ADJUSTMENT, APPLICANT MAY PRESENT TO A COURT OF RECORD WITHIN TEN(10) DAYS AFER DECISION IS FILED, A PETITION, DULY VERIFIED, SETTING FORTH THAT SUCH DECISION IS ILLEGAL, IN WHOLE OR IN PART, SPECIFYING THE GROUNDS OF THE ILLEGALITY. THE PETITION MUST NAME THE BOARD AS A DEFENDANT. (REYNOLDS V. HAWS, 741 S.W. 2D 582 (FORT WORTH - 1987 WRIT DEN'D)).

I, THE UNDERSIGNED APPLICANT, HEREBY REQUEST APPROVAL OF THIS APPLICATION AND CONSENT TO THE POSTING AND PUBLICATION OF PUBLIC HEARING NOTICES, POSTING NOTICES ON MY PROPERTY AND MAILING OF NOTICES TO ADJACENT PROPERTY OWNER. IF A BUILDING PERMIT IS NECESSARY ON APPROVAL, I UNDERSTAND THAT I MUST RETURN TO CITY HALL TO COMPLETE THE PERMIT PROCESS.

ZONING REQUESTS WILL NOT BE PUBLISHED OR PLACED ON THE ZONING COMMISSION/BOARD OF ADJUSTMENT AGENDA OR COUNCIL AGENDA IF THE APPLICATION IS NOT SIGNED BY THE OWNER.

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER
(IF DIFFERENT FROM APPLICANT)

DATE:

For office use only:

Zone Case No.: _____
Date: _____

Application received by: _____
Fee Paid: _____

CHECK LIST:

PROPERLY COMPLETED APPLICATION FORM
SURVEY OR ACCURATE SCHEMATIC DRAWING IS ATTACHED
PUBLIC HEARING NOTIFICATION PUBLISHED IN LOCAL NEWSPAPER AT LEAST 16
DAYS IN ADVANCE OF HEARING.
NOTICES ARE POSTED AT PROPOSED ZONE CHANGE PROPERTY (IF APPLICABLE)
NOTIFICATIONS WERE MAILED TO ALL PROPERTY OWNERS WITHIN A 200' RADIUS
OF ALL PROPOSED ZONING CHANGE AREA AT LEAST 11 DAYS BEFORE PUBLIC
HEARING. LIST CHECKED BY CLERKS (INITIAL) _____ AND
NOTICES ARE POSTED ON BULLETIN BOARD AT LEAST 72 HOURS IN ADVANCE OF
MEETING.
ZONING COMMISSION/BOARD OF ADJUSTMENT AGENDA PACKETS MAILED WITH
ALL APPLICABLE ZONING CHANGE INFORMATION
AGENDA MAILED TO BOTH APPLICANT AND OWNER.

**IMPORTANT: DEADLINE TO RECEIVE ZONING REQUESTS IS MONDAY AT 5:00 P.M. TO
PUBLISH ON A THURSDAY THAT ALLOWS AT LEAST 16 DAYS PRIOR TO NEXT
SCHEDULED ZONING MEETING. (Effective 7/07/97)**

MEETINGS ARE HELD ON THE SECOND MONDAY OF EACH MONTH