

Zoning Change and Planned Development: An application for a zoning change must be accompanied by:

- Legal description (usually metes and bounds) of the property to be rezoned.
- A description of the existing and proposed zoning classification
- If not the owner, authorization from the owner to request the zoning change.
- The following steps must be followed before the City Council can consider a proposed zoning change;
 - Public Notice published 11 days before Planning and Zoning meeting
 - Ten-day advance notification of the public hearing before the P&Z Commission is mailed to all property owners within 400 feet of the property;
 - Planning and Zoning Commission conducts a public hearing and makes a recommendation to the City Council;
 - Public Notice published 16 days before the City Council Meeting
 - City Council conducts a public hearing, considers the P&Z's recommendation and public testimony, and decides whether to approve the request or not.
- A listing of the proposed planned development regulations and/or a detailed site plan
- Justification for the proposed PD zoning and why straight zoning would not accomplish the same purpose.
- If the PD is requesting increased density, reduced setbacks, or other reductions in City standards, explain what amenities or higher development standards are being proposed to offset the reductions.

A Specific Use Permit application must be submitted with a letter of support that includes:

- Type of Business Proposed
- Hours of Operation
- Business management and approximate number of employees
- How the business will benefit the community
- Why the permit should be approved
- Checklist for Items to be Submitted for Residential and Commercial Site Plan
 - Electronic pdf of plans
 - Site plans must be on 11 X 17 sheet of paper
 - Site Information/Site Dimension Plan
 - Fire Access Plan
 - Landscape Plan
 - Architectural Elevations
 - Photometric Plan
- The following steps followed are the same as those for a zoning change.

Special Waiver or Exception: The following must be completed:

- Cite ordinance provision authorizing special waiver or exception
- A survey of the property and a site plan showing the proposed improvements and all setbacks must be attached to this application. Additional comments supporting this request may be attached as well.
- Public Notice published 10 days before Board of Adjustment or City Council meeting
- Ten-day advance notification of the public hearing before the Board of Adjustment meeting or City Council meeting is mailed to all property owners within 400 feet of the property;
- Board of Adjustment or City Council Public Hearing

Variance:

- A survey, letter of hardship, and site plan of the property must be included showing the proposed construction or improvements with the exact dimensions highlighted.
- The following steps must be followed before the Board of Adjustment can consider the proposed variance:
 - Public Notice published 10 days before the Board of Adjustment meeting
 - Ten days advance notification of the public hearing is mailed to all property owners within

- 400 feet of the property proposed to be rezoned
- Board of Adjustment conducts a public hearing, considers the public testimony, and decides whether to approve the request or not.

Right-of-Way or easement vacation (abandonment): An application to vacate an existing right-of-way or easement, either dedicated by plat or by separate instrument, must be accompanied by:

- Legal description (usually metes and bounds) of the right-of-way or easement property to be rezoned, including a copy or reference to the original dedication instrument.
- A plat or vicinity map showing all lots adjacent to and within 200 feet of the proposed ROW/easement vacation.

Rights-of-way and easement can be vacated only by Ordinance by the City Council. The City reserves the right of charge the fair market value for the property being vacated, if appropriate (see Chapter 253 and 272, Texas Local Government Code). Unused rights-of-way are typically are divided equally between adjacent property owners. A person requesting the vacation of a right-of-way or easement is responsible for the cost to relocate any utilities that may be located within the right-of-way or easement.