



# PLANNING DEPARTMENT

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## ZONING CHANGE APPLICATION

Case No: \_\_\_\_\_

<b>Applicant Information</b>	Name: _____ Mailing Address: _____ Phone: _____ E-mail: _____ <u>Note:</u> if you are not the owner of the property, you must attach a letter from the owner authorizing you to submit this application.
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<b>Property Owner Information</b>	Name: _____ Mailing Address: _____ Phone: _____ E-mail: _____
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<b>Property Information</b>	Site Address: _____ MCAD Property ID # _____ Legal Description: Lot(s) _____ Block _____ Subdivision _____ (Property must be legally subdivided or be lot of record) Front Yard Width (feet) _____ Rear Yard Width (feet) _____ Side Yard Width (feet) _____
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<b>Proposed Project</b>	Amend Zoning Regulations contained in section _____ Amend the Official Zoning Map & Master Plan by changing _____ acres of land currently zoned _____ to be zoned _____ Conforms with the Zoning Map? <input type="checkbox"/> Yes <input type="checkbox"/> No Conforms with Master Plan Designation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Vacant Land <input type="checkbox"/> Vacant Building <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family Dwellings <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____
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# ZONING CHANGE PROCESS

ZONING ESTABLISHES THE TYPES OF LAND USES THAT ARE PERMITTED ON SPECIFIC LAND PARCELS. ZONING, GRANTED BY A CITY'S POLICE POWER ESTABLISHES DEVELOPMENT STANDARDS THAT SPECIFY THE SIZE, INTENSITY, HEIGHT, SIGNAGE, SCREENING, AND PARKING REQUIREMENTS FOR EACH ZONING DISTRICT. EAGLE PASS CONTAINS 9 ZONING DISTRICTS, WHICH ARE CATEGORIZED INTO RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL USES. THE REGULATIONS FOR EACH DISTRICT CAN BE FOUND BY REFERRING TO OUR CODE OF ORDINANCES.

## **General Information: Be advised that this is a 2-3 month process.**

Applications will be reviewed for completeness by the Planning Division. Your application is considered accepted after being reviewed for completeness.

## **Planning Department Review**

- Applicant has preliminary conference with the Planning Division concerning the request.
- Applicant fills out an application and submits said complete application with the following required attachment(s) and filing fee:
  - Completed application signed and dated by the owner/applicant.
  - Owner authorization letter, if application submitted by individual other than the property owner.
  - Application Fee of \$150.00. Fees is non-refundable.
  - Copy of the warranty deed or copy of a purchase contract.
  - Copy of subdivision restrictions for subject property, as recorded in the Maverick County Court House. If no subdivision restrictions are available, a copy of the certificate of no restrictions will be required. This may be obtained at the office of Maverick County Clerk Sara Montemayor 500 Quarry Street or by calling (830) 773-2829.
  - Site Plan and photographs of the site.
  - The location of all tracts of land and ownership within at least 200-feet of the subject tract as it appears in the records of the Maverick County Appraisal District. This may be obtained at the Appraisal District office located at 2243 North Veterans Boulevard or by calling (830) 773-0255.

## **Legal Notices**

- Under certain conditions, the City is required to provide legal notice of request by publication in a newspaper at least 15-days prior to the date of the public hearing.  
**\*\*\*Public Hearings: By state law public hearing notices shall be published in a newspaper with second class postage\*\*\***
- The City will notify property owners within a 200-foot radius at least 10-days prior to the date of the public hearing.

Publication Fee of approximately \$450 will be invoiced and be required to be paid before the first scheduled public hearing. This fee is non-refundable.

## **Public Hearings**

### **Planning & Zoning Commission**

- A public hearing is held before the Planning & Zoning Commission at which time the Commission makes a recommendation to the City Council.

### **City Council**

- A public hearing is held before the City Council. An ordinance authorizing the zoning change is read and voted upon at the same meeting at which the public hearing is held. If the ordinance passes the first reading, two more readings at separate meetings are required.
- If the ordinance passes all readings, the zoning change becomes effective immediately upon the third and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor, upon request.
- If the ordinance fails at any of the readings, it is considered denied at that point.