

### Zoning Request Application & Checklist

1. Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the time submitted.  
**Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Email:** \_\_\_\_\_
2. Property Address/Location: \_\_\_\_\_
3. Legal Description: \_\_\_\_\_  
Name of Subdivision: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Block(s): \_\_\_\_\_ Acreage: \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Proposed Use of Property (attach additional or supporting information if necessary): \_\_\_\_\_  
\_\_\_\_\_
6. Zoning Change Request: **Current Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_  
For "PUD Planned Use Development", check if: **Concept Plan**  or **Detail Plan**
7. Reason for request (please explain in detail and attach additional pages if needed): \_\_\_\_\_  
\_\_\_\_\_
8. **COUNTY:** Bexar  Guadalupe   
**SCHOOL DIST:** JISD  NEISD  OTHER \_\_\_\_\_
9. **REQUIRED ATTACHMENTS:**
  - Metes and bounds description and survey if property is not platted.
  - 1 TIA - Traffic Impact Analysis if required.
  - Location in 100-year floodplain: Please provide a map of the floodplain overlaying the property proposed for zoning or a minimum, a copy of the proper FEMA flood map, with panel number.
  - Map of property in relation to City limits/major roadways or surrounding area.
  - If requesting a Planned Use Development (PUD), applicant must provide 20 copies (18 x 24) of development standards on the detail site plans and/or provide the standards in a separate document as described in the Zoning Ordinance on City's website.
  - Copy of deed showing current ownership.
  - Provide Mailing List of 200 ft. property owners for Public notification (list should include property address & mailing address)
  - Re-Zoning Filing Fee (see fee schedule below)
  - 20 copies of plats, 1 application, required documents must be delivered to City Hall, 8001 Shin Oak Dr., Live Oak, Texas
  - 2 copies of plats, 1 application, & additional documents must be delivered to **City's Engineer, 6S Engineering at [jswaim@6s-engineering.com](mailto:jswaim@6s-engineering.com) or 830-570-3220.**

*The undersigned hereby requests rezoning of the above described property as indicated.*

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Print Name & Title

**Fee Schedule**

0-5 Acres	<b>\$325.00</b>
5 plus – 10 Acres	<b>\$375.00</b>
10 plus – 20 Acres	<b>\$475.00</b>
20 plus – 50 Acres	<b>\$775.00</b>
50 plus – 100 Acres	<b>\$1,275.00</b>
100 plus Acres	<b>\$1,500.00</b>

**Re-zoning will require a Joint Public Hearing of the City Council and Planning & Zoning Commission  
Joint Public**

**Schedule**

<b>Joint Public Hearing Date @6:00 p.m. (Thursdays unless otherwise noted)</b>	<b>Application/Submital to City Engineer Deadline date by 4:00 p.m.</b>	<b>Application/Submital to the City Planning Dept. deadline date by 4:00 p.m.</b>	<b>P&amp;Z Commission &amp; City Council Receive submittals for review</b>	<b>Council Meeting for final decision #7:00 p.m. (Last Tuesday of every month)</b>
January 21, 2021	December 15, 2020	December 15, 2020	January 14, 2021	January 25, 2021
February 18, 2021	January 15, 2021	January 15, 2021	February 11, 2021	February 23, 2021
March 25, 2021	February 15, 2021	February 15, 2021	March 18, 2021	March 30, 2021
April 22, 2021	March 15, 2021	March 15, 2021	April 15, 2021	April 27, 2021
May 20, 2021	April 15, 2021	April 15, 2021	May 13, 2021	May 25, 2021
June 24, 2021	May 15, 2021	May 15, 2021	June 17, 2021	June 29, 2021
July 22, 2021	June 15, 2021	June 15, 2021	July 15, 2021	July 27, 2021
August 26, 2021	July 15, 2021	July 15, 2021	August 19, 2021	August 31, 2021
September 23, 2021	August 15, 2021	August 15, 2021	September 16, 2021	September 27, 2021
October 21, 2021	September 15, 2021	September 15, 2021	October 14, 2021	October 26, 2021
November 18, 2021 **	October 15, 2021	October 15, 2021	November 11, 2021	November 30, 2021 **
December 16, 2021 **	November 15, 2021	November 15, 2021	December 9, 2021	December 28, 2021
January 20, 2022	December 15, 2021	December 15, 2021	January 13, 2022	January 25, 2022
February 17, 2022	January 15, 2022	January 15, 2022	February 10, 2022	February 22, 2022

**\*\* Dates subject to change due to holiday**

# **PLEASE READ THE FOLLOWING INFORMATION REGARDING ZONE CHANGES PRIOR TO SUBMITTING AN APPLICATION**

## **APPLICATION DUE DATE/DATE OF HEARING:**

All applications are due by the date on the chart attached. Applications will be reviewed for completeness by Planning Division staff. If the application is incomplete, the Planning & Zoning Division will notify you within 10 days of receipt of the application. The applicant will have 45 days to submit the required information or the application is subject to denial if all the required information has not been submitted.

## **LETTER OF AUTHORIZATION:**

If you are acting as the agent for the property owner, a letter signed by the owner authorizing you to act on their behalf must accompany the application. Otherwise, the owner must sign the application and note next to the signature that they are the property owner.

## **LEGAL DESCRIPTION:**

If the property is un-platted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey of the property must accompany the application. A survey can include a plat or metes and bounds description.

## **REZONING PROCESS/PROCEDURE:**

1. Applicant has preliminary conference with a Planning staff member concerning the request via phone or in person.
2. Applicant fills out an application for zoning change (*only page 1 of this information packet*) and submits said application with required attachment(s) and filing fees. Please indicate proposed use(s) and provide a site plan or other information showing the intended use of the property. Applicant must include 20 plat copies of the area for rezoning with application and associated fees.
3. Applicant must provide a list of the property owners within a 200-foot radius. The list must include property owner's name, County block and lot number and mailing address if different from the property's physical address.
4. The City will notify property owners within a 200-foot radius at least 10-15 days prior to the meeting by a Public Notice. The City will publish a notice of public hearing in the NE Herald at least 15 days prior to the meeting date.
5. A joint public hearing is held before the City Council & Planning & Zoning Commission at which time the Commission makes a recommendation to the City Council.
6. A public hearing is held before the City Council.
7. 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, one more reading at a separate meeting is required.
8. If the ordinance passes both readings, the zoning change becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
9. If the ordinance fails at any of the two readings, it is considered denied at that point.

**IF ADDITIONAL INFORMATION IS NECESSARY, CONTACT THE PLANNING & ZONING DIVISION AT (210)  
653-9140, ext. 2219 or 2286**

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