



ZONING PERMIT APPLICATION HOME OCCUPATION/BUSINESS

Keep Permit on Premises

1) Owner/Applicant: _____
Phone: (____) _____ Email: _____
Address: _____

Street

City

Zip

2) Nature of Business/Hours of Operation: _____

3) Zoning District: _____

4) Legal description of property: _____

Home Occupation ☐

Home-based Business ☐

Business name: _____

Signature by Property Owner denotes all applicable building and/or zoning codes are to be followed and it is the sole responsibility of property owner for the use, such zoning permit is granted.

In consideration of the issuance of this permit, the applicant hereby certifies the information in this application is true and correct, and hereby agrees to comply with the zoning, subdivision, and floodplain regulations that are in effect. If in violation of regulations or through misrepresentation of facts, the zoning permit then becomes null and void, and applicant may be subject to penalties established.

Owner/Applicant Signature: _____ Date: _____

Disclaimer: This permit was reviewed and considered based upon the information presented at the time of the hearing. If any of the information presented for consideration in determining the granting of this permit is incorrect or false, this permit becomes null and void.



**List of Documents for
Re-Zoning/Variances/Conditional Use Permits**
(To be given to applicant with application package)

- ___1. Proof of Ownership (deed/title insurance/real estate contract may be used for seller/buyer transactions, but current owner or designated representative must apply.)
- ___2. Written description of proposed use of the land to include size and footprint of buildings, the setbacks requested or existing, any roads to be constructed and proposed access to the property.
- ___3. Approval from the appropriate entity for ingress/egress on city, county, or state roads and highways.
- ___4. Site plan to include all footprint measurements of the lot, all buildings and requested or existing setbacks.

The above documents must be turned in to the city no later than 30 days before a scheduled public hearing. No major deviation from the original plan shall be permitted once submitted. Minor deviations (insignificant adjustments) may be approved by the zoning officer if submitted at least 10 days before the hearing.

Zoning Administrator shall do a synopsis of the project and how it does or does not meet all requirements.

Variations of the code shall not be reviewed at the same meetings/application as zoning changes. Zoning is approved or remanded back to PCBZA Board for reconsideration by council, and variations are approved by the Board of Appeals. Once Council has approved the zoning change, then applicant/new owner may apply for any variations required.

**PCBZA
Public Hearing Meeting Procedure**

Case # of 1st submission

- Chairman opens public hearing, stating type of permit requested and noting the time the hearing is opened.
 - Motion to Open Public Hearing for _____.
 - Staff Report on _____ Permit/Plan.
 - Questions from Committee to Staff.
 - Presentation by Applicant.
 - Opportunity for Public to speak.
 - Applicant Rebuttal.
 - Questions from Committee to Applicant, Public, or Staff.
 - Motion to Close Public Hearing.
- Chairman closes public hearing, noting the time the hearing is closed. All comments from the public cease.
- Committee now completes the Findings of Fact in accordance with action taken.
- Committee takes action upon request.
- Motion for Committee Representative to approve request as present or if required to present to City of Ellis Council after the Protest Period has expired.



-----OFFICE USE ONLY-----

Fee: _____
Paid: _____
Receipt #: _____
Received by: _____

CERTIFICATE OF ZONING COMPLIANCE APPLICATION NO. _____, 20____.

This Certificate of Zoning Compliance is related to Zoning Permit File No. _____ issued to _____ and dated _____, 20____.

1. If proposed occupancy is a change of use where no new buildings or additions are proposed and no zoning permit is needed, said building and use will comply with all setback distances, water/sewer disposal requirements, parking/sign regulations and other applicable zoning regulations. Yes ☐ No ☐
2. If zoning permit has been issued, building and proposed use complies with all statements and facts indicated on such approved zoning permit. Yes ☐ No ☐
3. Site inspected on _____, 20____ to verify compliance with all applicable conditions.
4. Zoning Administrators comments: _____

5. Certificate of Zoning Compliance issued on _____, 20____

Zoning Administrator _____

Copy of approved Certificate of Zoning Compliance mailed to Applicant on _____, 20____