

CHANGE OF ZONING APPLICATION

T)	Owner/Applicant:			
	Phone: ()	Email:		
	Address:			
	Street		City	Zip
	Name of Agent (if any):		,	•
	Phone: ()	Email:		
	Address:			
	Street		City	Zip
2)	The applicant hereby requests a change of zon	ina from		
-,	to zoning district.		 	_ 209 0.0000
	Property address:			
	Legal description of property:			
31	Present use of property:			
	Surrounding Land Use and Zoning:			
7)			Zonin	~
	Land Use		Zonin	y
	North			
	South			
	East			
	West			
5)	Reason for requesting this change in zoning? _			
٥,	(continue on separate s			
6)	Will the change be consistent with the intent of			the future land
	use map?			
				· · · · · · · · · · · · · · · · · · ·
/)	Additional comments:			· · · · · · · · · · · · · · · · · · ·
				· · · · · · · · · · · · · · · · · · ·
	e owner/applicant/agent hereby declares that al			
	/her knowledge, that all conditions and standard			
	taining to this use have been met or have been			
apı	olication sketch maps, drawings or survey and th	ne appropriate	e filing fee have	been
sul	omitted.			
Owner/Applicant Signature:			Date:	
Authorized Agent Signature:			Date:	
				

(Applicant or his legal representative must be present at the hearing, or the matter will be tabled.)

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.



FOR OFFICIAL USE ONLY				
	Case No:			
	Date Filed:			
	Fee:			
	Paid:			
	Receipt #:			
	Received by:			
	Date Published: Date Notices Sent:			
	Public Hearing Date:			
Planning Commission Recommendation:				
Poscon(s) Poscommondation:				
Reason(s) Recommendation:				
Protest Petition Filed?				
Governing Body Action:				
Date:	Vote:			
If Approved, Resolution/Ordinance No:				
Effective Date:				



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

- ___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.

Variances 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 variances are approved by the Board of Appeals. Once Council has approved the zoning change, then applicant/new owner may apply for any variances 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.

0	Motion to Open Public Hearing for		
0	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.