





-----FOR OFFICIAL USE ONLY-----

Case No: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Date Published: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

Planning Commission Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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.

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**PCBZA  
Public Hearing Meeting Procedure**

Case # of 1<sup>st</sup> 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.