



### Rezoning/Text Amendment Checklist

\_\_\_\_\_ Notice has been published in both the Horseshoe Bay Beacon and The Highlander newspapers at least sixteen (16) days prior to the public hearing when the application will be considered.

\_\_\_\_\_ Affidavits of Publishers submitted.

\_\_\_\_\_ Copies of newspaper publications – dates: \_\_\_\_\_

\_\_\_\_\_ One original copy of each publication submitted.

\_\_\_\_\_ Notice of the public hearing shall be provided to all property owners within two hundred feet (200') of the affected property at least sixteen (16) days prior to the public hearing.\*\*

\_\_\_\_\_ Site plan.

\_\_\_\_\_ Plat plan

\_\_\_\_\_ Appropriate Subdivision Architectural Control Committee (ACC) Notified of Application.

\_\_\_\_\_ Application, in writing using forms prescribed by the city accompanied by application fee of \$100.00.

\_\_\_\_\_ All zoning change requests shall be accompanied by a notarized statement verifying land ownership and if applicable, authorization of a land owner's agent to file the change request.

\_\_\_\_\_ Appropriate POA (President) has been notified of the filing of this application.

\*\* Please note: Changes in the Ordinance text which do not change zone boundaries, do not establish zoning regulations for specific zones, or do not involve specific real property, do not require written notification to individual property owners.

#### **Certification:**

I hereby certify that the above information is true and correct.

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Owner's/Agent's Signature

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Owner's/Agent's Printed Name