



CITY OF HORSESHOE BAY
 1 Community Drive
 P.O. Box 7765
 Horseshoe Bay, Tx 78657
 830-598-9959

DEVELOPMENT SERVICES DEPARTMENT
DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS
PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT
CODE ENFORCEMENT

**Application for Amendment to Zoning Ordinance
 Rezoning / Change to Zoning District Boundary**

Date: _____

Owner/Applicant Name: _____

Mailing Address: _____

E Mail Address: _____

Phone Number(s): _____

Address of property (if different): _____

Legal Description (Plat Name): _____ Lot Number: _____

Zone _____

Site Area (acres or square feet): _____

Current Zoning: _____ Proposed Zoning: _____

Describe Zoning Change you are Applying for:
 (Attach additional sheets if necessary)

Proposed use of Property: _____

Are all the checklist requirements being supplied? Yes _____ No _____

If not, please explain _____

Certification

I hereby certify that I am the owner/applicant of the above described property for the purposes of this application. I agree to provide all necessary information concerning this submittal. I understand that any substantial modifications or additions to this submittal can mean the requirement of a revised submission. I certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance.

Owner's Signature	Owner's Printed Name	Date
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I also hereby authorize the Applicant Representative, Agent, and/or Engineer listed on this application to act on my behalf during the processing and presentation of this request. They shall be the principal contacts with the City in processing this application.

Owner/Applicant Signature	Owner/Applicant Printed Name	Date
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Owner/Applicant Signature	Owner/Applicant Printed Name	Date
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Applicant's Representative Signature	Applicant's Representative Printed Name	Date
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Agent/Engineer's Signature	Agent/Engineer's Printed Name	Date
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Rezoning/Text Amendment Checklist

- _____ Notice has been published in both the Horseshoe Bay Beacon and The Highlander newspapers at least thirty (30) days and again at least sixteen (16) days prior to the public hearing(s) 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 five hundred feet (500') of the affected property at least thirty (30) days and again at least sixteen (16) days prior to the public hearing**
- _____ Copy of notice mailed to property owners and dates mailed submitted
- _____ List of all property owners notified with names and addresses submitted
- _____ Site plan
- _____ Final Plat or field notes of area being rezoned certified by a surveyor
- _____ Application, in writing using forms prescribed by the city
- _____ Application fee. Contact the Development Services Department for fee amount
- _____ All zoning change requests shall be accompanied by a notarized statement verifying land ownership and if applicable, authorization of a landowner's agent to file the change request
- _____ You or your designated agent must be present at the Planning and Zoning Commission meeting and the City Council meeting

** 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.

Owner's/Agent's Signature

Owner's/Agent's Printed Name

Date

(PUBLIC NOTICE TEMPLATE)

PUBLIC NOTICE

There will be a public hearing by the Horseshoe Bay Planning and Zoning Commission (or City Council) concerning a Rezoning request at the regularly scheduled Planning and Zoning Commission (or City Council) meeting beginning at 3:00 PM on Tuesday _____20____, followed by discussion and action on the same.

The property is legally described as _____(name of plat)_____, Lot No._____, also known as _____(street address)_____ in the City of Horseshoe Bay, Texas. The request is to rezone the property from_____ to _____ in Zone_____ to allow for the construction of _____.

The public hearing will be held at the City Council Chambers, #1 Community Drive, Horseshoe Bay, Texas. Contact the City Development Services office at 830-598-9906 for more information, or to comment regarding this application at the public hearing or any time before the public hearing.

INSERT MAP

Note: Public Notice must be approved by the Development Services Director prior to being published and mailed, or it is not considered legal notice.