



# Zone Change Application

## General Information

- Prior to the submittal of an application, the applicant is encouraged to schedule a pre-application conference with City Staff.
- This application will not be scheduled for hearing until reviewed by the Director of Community Development or designee.
- Incomplete applications will not be reviewed.
- The application fee is \$350.00 + any engineering or legal fees.

## Applicant Information

- Property Owner       Authorized Representative *(Notarized affidavit required including signature of legal owner(s))*

Name:

Phone Number:

Mailing Address:

Email Address:

Subject Property Address and/or Location *(Use attachment, if necessary)*:

Legal Description *(Use attachment, if necessary)*:

Existing Use of Property:

Proposed Use of Property:

Current Zoning:

Comprehensive Plan Designation:

Proposed Zoning:

## Important Information Regarding Zone Change Requests

1. An application for a zone change on a property may only be made by the owner of that property and/or an authorized representative of the property owner. An authorized representative shall present a notarized affidavit from the property owner. If the subject property is owned by the City of Hitchcock, the City Administrator or designee may apply for the zone change on behalf of the City.
2. No application will be processed if a zoning violation exists on the property, unless such processing is authorized by City Commission. Use of the subject property for any new activity not allowed by present zoning cannot occur before City Commission's final approval of the requested zone change. Any such unauthorized use of the subject property is subject to prosecution in Municipal Court. **(continued)**



## Zone Change Application (cont.)

3. If approved, a zone change is applied to the property, not the property owner.
4. The Planning & Zoning Board makes recommendations to City Commission. If the Planning & Zoning Board recommends approval of a zone change request, the case must still go before City Commission for final action.
5. Certain minimum building setbacks from some or all property lines must be maintained, and room for a minimum number of off-street parking spaces must be reserved on a subject property, based on that property's zoning classification and the nature of its proposed use. A privacy fence may also be required between residential and non-residential zoning districts. These requirements are outlined in the City of Hitchcock's Zoning Ordinance. It is the applicant's benefit to ensure that any proposed development will fit onto the subject property, in compliance with these and other applicable requirements of the City's Code of Ordinances.
6. The Community Development Department will supply letters that are to be mailed by certified mail, return receipt to owners of property within 200 feet of the subject property of the zone change request.
7. The applicant or an authorized representative should attend public hearings pertaining to the request and be prepared to present the case and answer any relevant questions from the Planning & Zoning Board or City Commission members.

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Case Number:	Date of Application:	Date Paid:
Affidavit attached?: Yes      No	P&Z Meeting Date:	