

# ZONING CHANGE APPLICATION CITY OF BURLESON, TEXAS

(Please Print or Type)

Generally, a zoning change application is reviewed by the Development Assistance Committee (DAC) before fees are paid by the applicant to insure compliance with city ordinances and state requirements. The Committee will return its written comments to the applicant within five (5) working days after the review. Submit ten (10) copies of a boundary survey (if required) and a written request no later than the Wednesday of the week preceding the DAC meeting.

An additional thirty (30) copies of the boundary survey must be submitted along with this completed application (signed by all owners of the property), tax certificates showing that all taxes on the property have been paid to date, and the application fee paid, no later than twenty-one (21) days prior to the public hearing in order to be placed on the agenda. A calendar of scheduled meeting dates is available upon request.

Questions regarding the zoning change application process should be directed to:

Community Development Manager  
141 W. Renfro, Burleson, Texas, 76028-4296  
817/447-5400, extension 236  
817/447-3928 (fax)

The undersigned is requesting the zoning classification on the following property:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot(s)/Tract(s): \_\_\_\_\_

Block(s)/Survey(s): \_\_\_\_\_

Subdivision(s): \_\_\_\_\_

County(ies): \_\_\_\_\_

Approx. Total Acreage: \_\_\_\_\_

be changed from the present zoning classification of: \_\_\_\_\_

to the requested zoning classification of: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Desired Use to be \_\_\_\_\_

Made of Property: \_\_\_\_\_

\*Applicant's Signature: \_\_\_\_\_

Printed Name and Date: \_\_\_\_\_ Date: \_\_\_\_\_

Ownership Recorded in: Volume \_\_\_\_\_ Page \_\_\_\_\_, \_\_\_\_\_ County Deed Records

\*Applicant's Signature: \_\_\_\_\_

Printed Name and Date: \_\_\_\_\_ Date: \_\_\_\_\_

Ownership Recorded in: Volume \_\_\_\_\_ Page \_\_\_\_\_, \_\_\_\_\_ County Deed Records

\*Agent Authorization Form signed by all owners is required if applicant is other than owner (see facing page).

# SUBMITTAL INFORMATION FOR ZONING CHANGE APPLICATION

(Please Print or Type)

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Applicant's Phone: \_\_\_\_\_

## Contact Information:

Developer: _____	Agent: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone/Fax: _____	Phone/Fax: _____
Surveyor: _____	Engineer: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone/Fax: _____	Phone/Fax: _____

## AGENT AUTHORIZATION FORM

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

This letter shall serve as authorization for \_\_\_\_\_ to file this application for a change in zoning from \_\_\_\_\_ to \_\_\_\_\_ on the property described herein.

Owner: _____	Owner: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone/Fax: _____	Phone/Fax: _____

Recorded in Volume _____, Page _____, _____ County Deed Records	Recorded in Volume _____, Page _____, _____ County Deed Records
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Owner's Signature

Owner's Signature

State of Texas {  
County of {  
Sworn and subscribed before me the undersigned notary  
this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

State of Texas {  
County of {  
Sworn and subscribed before me the undersigned notary public  
this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

(Seal) Notary Public, State of \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

(Seal) Notary Public, State of \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

# ZONING CHANGE APPLICATION CHECKLIST

Items listed in this checklist must be included with the zoning change application provided by the applicant. If subject property is unplatted, ten copies of a surveyor certified boundary survey must be submitted for review and comment by the Development Assistance Committee (DAC) no later than the Wednesday prior to the next scheduled meeting, drawn to a scale no less than one inch equals 100' (unless otherwise approved by the Community Development Department) on a sheet no larger than 24" x 36", folded to 8" x 11" size. If the application is being made by someone other than the owner of the property, a notarized Agent Authorization Form (see inside page) signed by the owner of record is required. **A Pre-Application Conference prior to submittal to DAC is recommended, but not required. Contact the Community Development Manager for additional information or to schedule an appointment.**

Once the DAC has reviewed the application and boundary survey (if required) and comments and corrections have been satisfied, the applicant must submit twenty (20) corrected copies of the boundary survey along with the completed application (which includes those items listed below) to the City no later than twenty-one (21) days prior to the public hearing on which the application is to be considered. The Planning and Zoning Commission and City Council will consider the application at the next scheduled joint public hearing. The Planning and Zoning Commission will make a recommendation to the City Council to consider at its next regularly scheduled meeting (first reading). The zoning change, if approved, becomes effective after the final reading at the next Council meeting and Mayor's signature. This process usually takes about eight (8) to ten (10) weeks to complete from the pre-application conference and first submittal to DAC to the publication/notification/public hearing process, through the first and final readings by City Council and execution by the Mayor. *Incomplete submittals by the applicant or failure to meet agenda deadlines may significantly increase the time required to process a zoning change application.* A calendar of meeting dates is available upon request.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the City of Burlison.

## Zoning Change Application Must Include:

- \_\_\_\_\_ All required information on application form and execution by owner/applicant.
- \_\_\_\_\_ Owner's signed and notarized Agent Authorization Form (facing page) if Applicant is other than Owner.
- \_\_\_\_\_ Tax Certificates showing all taxes are paid to date on the property.
- \_\_\_\_\_ Boundary survey, signed and sealed by surveyor (30 copies, total - required for unplatted property only).
- \_\_\_\_\_ Application fee.

## Boundary Survey (If Required) Must Include:

- \_\_\_\_\_ Date, scale, key scale, north arrow, vicinity map.
- \_\_\_\_\_ Project name, owner's name and address, name and address of surveyor.
- \_\_\_\_\_ Location markers/monuments and angles.
- \_\_\_\_\_ Detailed boundary description of proposed site (metes and bounds and legal description).
- \_\_\_\_\_ Current and proposed zoning on subject tract.
- \_\_\_\_\_ Zoning and ownership information on adjacent property.
- \_\_\_\_\_ Dimensions and acreage of subject property.
- \_\_\_\_\_ Names of streets adjacent to and within the subject property.

Completed Application Received (Date): \_\_\_\_\_

## FOR CITY USE

Boundary Survey Received (Date): \_\_\_\_\_

Tax Certificates Received (Date): \_\_\_\_\_

Fee Paid (Amount) : \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Pre-Conference Review Date: \_\_\_\_\_

DAC Review Date: \_\_\_\_\_

Publication/Notification Date: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

First Reading by Council Date: \_\_\_\_\_

Final Reading Date: \_\_\_\_\_