



30 S. Holland, Bellville, Texas 77418 Office: (979) 865-3136
Fax: (979) 866-9485

APPLICATION INFORMATION NEEDED FOR ZONING CHANGE REQUEST

- 1. Completed Application**
- 2. Application Fee - \$250.00**
- 3. Copy of plat, map, survey, site plan, drawings or pictures that would help explain the request**
- 4. If the application is for an amendment to the official zoning map, a list of the names and addresses of all property owners within 200 feet of the property requesting the amendment.**



30 S. Holland, Bellville, Texas 77418 Office: (979) 865-3136
Fax: (979) 866-9485

APPLICATION FOR ZONING CHANGE

SITE INFORMATION:

Property Address: _____ City: _____ State: _____ Zip: _____

Legal Description: Lot(s) #: _____ Block(s) #: _____ Subdivision: _____

Parcel/Tax ID #(s): _____ Total Acreage: _____ Number of Lots: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Reason for Request: _____

APPLICANT/OWNER INFORMATION:

Applicant/Developer Name: _____ Phone #: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Fax #: (____) _____

Owner Name: _____ Phone #: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Fax #: (____) _____

Ownership Status (Check one): Individual Trust Partnership

As the owner, (Check one of the following):

I will represent the application myself; or

I hereby designate _____ (Name of representative) to act in the capacity as my agent for submittal processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person responding to all requests for information and for resolving all issues of concern relative to this application.

A plat, map, or survey sketch with metes and bounds that clearly indicates the location and dimensions of the property, copy of Warranty Deed showing ownership and original tax certificate must be attached.

*** Note: The request is final only when the Bellville City Council has taken final action on it. The applicant is cautioned not to make any financial or legal commitments to the property until final disposition of the request.**

I certify that the information on this form is COMPLETE, TRUE and CORRECT, and I, the undersigned, am authorized to make this application.

_____/_____/_____
Owner's Signature Date Agent Signature Date

CITY OF BELLVILLE
APPLICATION FOR ZONING CHANGE – GENERAL INFORMATION

I. APPLICATION

An application must be completed and on file with all required information furnished and all fees paid prior to being placed on the upcoming agenda.

II. PLANNING AND ZONING CONSIDERATION

The Planning and Zoning Commission is a recommending board to the City Council and can take one of several actions regarding a zoning change request. These could include, but not be limited to the following:

- A. Recommend approval as submitted.
- B. Recommend approval, based on another hardship.
- C. Recommend denial.
- D. Postpone or continuance of request for further study.

III. CITY COUNCIL

Once the Planning and Zoning Commission has made its recommendation, the request is submitted for public hearing before the City Council. The City Council then may take one of several actions, including but not limited to the following:

- A. Approve the request.
- B. Approve request as amended.
- C. Deny the request.
- D. Postpone or continuance of request for further study.

IV. GENERAL INFORMATION

- A. There is a non-refundable application fee of \$250 due payable to the City of Bellville before the application is considered to be complete.
- B. The applicant must provide a legal description of the property, must provide a copy of a recorded Warranty Deed showing proof of ownership to the property with the volume and page number it was filed under at the Austin County Court House, a copy of a plat, map, survey, and an original tax certificate from the Austin County Tax Office.
- C. The applicant must be the owner of the property. However, if the property owner will not be presenting the request, he must authorize a representative to present the request.
- D. The property owners within 200 feet of the property will be notified by letter prior to the Planning & Zoning and City Council hearings.
- E. Anyone may speak regarding the request.