

Zoning Change

Request Packet



Check List Required File Documents

		✓
1	Zoning Application for Zoning Change Petition for Zoning Change (including plat)	
2	Payment of stated application fee Detailed account of the reasons for the proposed zoning change	
3	List of property owners within a 200-foot radius of the tract perimeter for which the request is being made; to be accompanied by green card or certificate of mailing list documenting that notices were sent to property owners.	
4	Copy of notice sent to the property owners	
5	Notification Report	
6	Copy of Public Hearing notice / Agenda	
7	Copy of minutes from the City Council meeting at which a recommendation as made	
8	Copy of recommendation report of the City Council	
9	Tear Sheet and Affidavit of Publication for City Council Public Hearing	
10	Copy of Minutes of the City Council Meeting at which action was taken on the Petition	
11	Copy of Ordinance re-zoning the tract if passed	
12	<u>Notice Requirements</u> <ul style="list-style-type: none"> • Notice to Property owners at least 10 days before the hearing (does not have to be certified, ordinance requires “certificate of mailing) • Publication in the City’s official newspaper at least 15 days before the hearing • Action cannot be taken on the proposed amendment sooner than 30 days that notice was given. This requirement is because the City does not have a P&Z Commission. 	

Procedure Information - Staff

1. Applications for Zoning Changes are to be made directly to the City Secretary. A check or money order in the amount indicated on the application form must accompany the application.
2. Provide notice to all property owners within 200 feet of the tract being considered for re-zoning (names & addresses as they appear on the current tax roll) will be
3. At least one formal hearing shall be held at the earliest available date after the application is received. A notice of the public hearing must be mailed to all property owners within 200 feet of the tract being considered for re-zoning. The notice goes to those persons whose name appears on the current tax role. The notification shall be sent by "Certificate of Mailing"; this is the cheaper method, and all recipients can be listed on one certificate. The notice must be mailed at least 11 days prior to the date of the hearing. The public hearing notification must include the date, time and place of the hearing as well as a brief description of the zoning request being made.
4. An applicant may withdraw a request at any time; however, the application fee will not be refunded.
5. After scheduling the public hearing, the City Secretary shall place a legal notice in the newspaper describing the location of the request, the change requested and the date and time that the request will be considered. A letter shall also be sent to the applicant advising the time and place of consideration.
6. Any action taken with regard to a zoning change requires a roll call vote by majority vote of the Council Members present.
7. If the owner(s) of 20% of all property lying within 200 feet of the tract involved in the zoning application file a written objection to the application with the City Secretary, a $\frac{3}{4}$'s vote of the entire Council is required to grant the request.

Procedure Information - Applicant

Items in bold on page 2 are the applicant's responsibility

1. Application for zoning changes are to be made directly to the City Secretary.
2. A check or money order in the amount indicated on the application form must accompany the application.
3. At least one formal hearing will be held before the City Council at the earliest available date after the application is received. A Notice of Public Hearing will be mailed from City Hall to all property owners within 200 feet of the tract being considered for re-zoning. The notice goes to those persons whose names appear on the current tax roll.
4. An applicant may withdraw a request at any time; however, the application fee will not be refunded.



Petition for Zoning Change
To Governing Body

To the Mayor and Governing Body,

I (we), the undersigned, hereinafter referred to as Petitioner(s), represent to the City Council of the City of Winnsboro that I (we) are is (are) the owner(s) or is (are) legally acting for the owner(s) of the property described in Attachment 1 which in within the city limits of the City of Winnsboro or is being considered for annexation / de-annexation to the City of Winnsboro.

Said Petitioner(s) represent that I (we) desire the zoning of the property described in Attachment 1 to be changed from _____ to _____ in accordance with the current Zoning Ordinance of the City of Winnsboro and making said zoning subject to the appropriate laws, rules and regulations of said City relating to that zoning classification, as provided in Chapter 211 of the Local Government Code of the State of Texas.

Attached is a plat and a certified list of names and addresses of all property owners within two hundred (200) feet of the perimeter of the property subject to this zoning change request. Accompanying this application is the sum of two hundred fifty dollars (\$250.00) as required in the City of Winnsboro Zoning Ordinance (§34.2.2).

Witness the hand of Petitioner(s) this is the _____ day of _____, 20____.

Petitioner 1 Signature

Petitioner 2 Signature

Printed Name

Printed Name



Application for Zoning Change

Property Owner(s) Name: _____ Contact #: _____

Property Owner(s) Address: _____

Authorized Agent Name: _____ Contact #: _____

Authorized Agent Address: _____

Tract Address: _____ Tract Size: _____

Block Number: _____ Lot Number: _____ Subdivision Name: _____

If the property is not platted, please provide and attach a copy of the legal description: _____

Existing Zoning Type _____ Requested Zoning Type _____

I hereby authorize agents or employees of the City of Winnsboro to enter upon the premises herein described for the purpose of erecting, maintaining, or removing signs to notify the public of the pending zoning application and or public hearing concerning said application. I release the City and its agents / employees from liability for any damage incurred to said property in erecting, maintaining or removal of said signs.

SWORN AND SUBSCRIBED BEFORE ME, a notary public on this date ____ / ____ / ____; personally appeared _____ the undersigned applicant, who acknowledged to me that he / she / they executed the foregoing instrument for the purpose and consideration herein expressed and who under oath stated the following: I hereby certify that I / we are the owner(s) or duly authorized agent of the owner for the purpose of this application.

Owner / Authorized Agent Signature

Owner / Authorized Agent Signature 2

Notary Public Printed Name: _____ Commission Expires: _____

Notary Public Signature: _____ Seal