



## Planning & Zoning Change

The Planning & Zoning Commission is endowed with the following powers and duties:

- Review application for zoning changes, hear public comments, and make recommendations to the Council regarding such applications.
- Review proposed preliminary subdivision plats, engineering plans, requested plat and plan variances, and proposed restrictive covenants and make recommendations to the Council pertaining to each.
- Review and make recommendation on all applications on siting of manufactured homes in districts not so zoned. Approval shall only be allowed in cases of extreme hardship under guidelines established by the Board.
- Recommend to the Council amendments, extensions, and additions to the comprehensive master plan of the city including the planning and zoning ordinance.
- Recommend to the Council changes to the official zoning map of the city.
- When appropriate, make a determination of appropriate zoning or use.

Fees for applications are due at the time application is turned in to the City Secretary.

<u>Fee Type</u>	<u>Cost</u>
Variance/Zoning Change Application Fee	\$25.00
Specific Use Permit Fee	\$100.00
Limited Use Application Fee	\$100.00
Limited Use Permit Fee	\$750.00

## Planning & Zoning Change Application & Checklist

### General Requirements:

- Completed application form and the appropriate fees.
- A letter of explanation/justification.
- Submit copies of site plan (if applicable) for the property.
- A location map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Incomplete applications will be rejected**

Content of the Letter of explanation/justification for a Zoning Change:

I understand that I am applying for a change from the Zoning Ordinance of the City of Cisco and that this change can only be granted if I prove hardship by meeting four of the conditions below.

1. The requested variance does not violate the intent and spirit of the ordinance:

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2. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district:

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3. The hardship is in no way the result of the applicant's action:

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4. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions:

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*Check box to indicate application type*

- Amending Plat
- Comprehensive Plan
- Amendment Conveyance
- Replat
- ROW Use Agreement
- ROW Abandonment/Closing
- Final Plat
- Special Use Permit
- Zoning Change
- Manufactured Home Zoning Change
- Other: \_\_\_\_\_

**Application Requirements: Signed application form, application fees, required plats / plans, and signed checklist.**

**PROJECT INFORMATION:**       Residential       Commercial      Is this property platted?  Yes  No  
Project Name: \_\_\_\_\_ Total Acres \_\_\_\_\_

Project Address (Location): \_\_\_\_\_ Parcel(s) Tax ID R #: \_\_\_\_\_  
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number \_\_\_\_\_ Parcel(s) Tax ID GEO #: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_ ETJ  Yes  No

**Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of**

**this request:** \_\_\_\_\_  
**Lien holder/mortgagee must also sign plat for filing of record.**

Existing Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ # of Existing Lots: \_\_\_\_\_ # of Existing Units: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ # of Proposed Lots: \_\_\_\_\_ # of Proposed Units: \_\_\_\_\_

**APPLICANT INFORMATION:**

**Please circle your preferred method of contact.**

Applicant / Company \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Key Contact/Company \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**(MUST BE SIGNED FOR ALL APPLICATIONS)** - *Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.*

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
SIGNATURE OF LIEN HOLDER

**PLAT WAIVER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)**

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
SIGNATURE OF LIEN HOLDER

Known to me to be the person(s) whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposed and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**FREQUENTLY ASKED QUESTIONS**

***When will my application be considered?***

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the third **Tuesday** of each month at the end of each quarter (March, June, September, and December). The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> **Mondays** of each month. Depending on the timeline of construction, the P & Z may call a Special Called Meeting to review the application.

***When should I apply?***

By law, your application **may** require public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply AS SOON AS POSSIBLE to allow the City to meet all timelines set out by law.

***What happens at the meetings?***

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

***So others may talk about my application?***

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

***How do they decide?***

The P & Z looks at local, state and federal laws as well as the City’s long-range plan and makes a recommendation to the City Council. Council considers P & Z’s recommendation and may approve, deny or approve with conditions.

***How much does it cost?***

The application fee is based on the City’s current Fee Schedule Ordinance. Check the City’s Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the “City of Cisco”.

***What type of Property Drawings do I need?***

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to City of Cisco’s Planning & Zoning Ordinance.

**DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY STAFF ACCEPTING APPLICATION**

• <i>Application</i>	<i>Yes</i>	<i>No</i>
• <i>Fee Paid</i>	<i>Yes</i>	<i>No</i>
• <i>Survey Provided</i>	<i>Yes</i>	<i>No</i>
• <i>Plans Provided</i>	<i>Yes</i>	<i>No</i>
• <i>Application Accepted</i>	<i>Yes</i>	<i>No</i>

***Key Dates:***

On P&Z Agenda: \_\_\_\_\_

On Council Agenda: \_\_\_\_\_

Newspaper Publication Dates:

P&Z: \_\_\_\_\_

CC: \_\_\_\_\_

Property Owner Notification Date \_\_\_\_\_

***Recommendations and Decisions***

Staff: \_\_\_\_\_

P&Z: \_\_\_\_\_

CC: \_\_\_\_\_