



# CITY OF CISCO, TEXAS

\* 502 Conrad Hilton Blvd. \* P.O. Box 110 \* Cisco, TX 76437 \* www.cityofcisco.com

## Planning & Zoning Change

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

- Review applications 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.
- 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	\$40.00
Specific Use Permit Fee	\$125.00
Limited Use Application Fee	\$125.00
Limited Use Permit Fee	\$1,000.00

### 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**

### **CHECK BOX TO INDICATE APPLICATION TYPE**

<input type="checkbox"/> Amending Plat (correcting plat errors) <input type="checkbox"/> Comprehensive Plan <input type="checkbox"/> Amendment Conveyance <input type="checkbox"/> Replat (changing original use or intent for property) <input type="checkbox"/> Final Plat <input type="checkbox"/> Zoning Change	<input type="checkbox"/> Other: _____ _____ _____ _____ _____
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**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) –**

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

*Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.*

**FREQUENTLY ASKED QUESTIONS**

**When should I apply?**

By law, your application **may** require public hearings. If a public hearing is required, it must take place prior to the consideration of your application. These hearings must be advertised in the local newspaper and direct notice must be provided to any neighboring property owner within 200 feet of the proposed property at least 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.

**When will my application be considered?**

After the public hearing, 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.

**What should the letter of justification say?**

Some things you should address in the letter of justification are: Does the requested variance violate the intent and spirit of the ordinance? Do 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? Does the interpretation of the provisions in this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions?

**What happens at the Public Hearing/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. At their meeting, the Commission will then consider any public comments made and 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. Also, all meetings of the Planning & Zoning Commission are open to the public.

**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.

**Submit Permits:**

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

**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</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: \_\_\_\_\_

