

**CITY OF JERSEY VILLAGE
ZONING APPLICATION**

Requested Action

ZONING CHANGE ()

SPECIAL EXCEPTION ()

NON CONFORMING USE PERMIT ()

APPLICANT / OWNER INFORMATION

Applicant: _____ Telephone: () _____

Address: _____ City/State/Zip: _____

APPLICANT'S STATUS: Check One OWNER () TENANT () PROSPECTIVE BUYER ()

Property Owner must sign that application or submit a notarized letter of authorization.

Owner: _____ Telephone: () _____

Address: _____ City/State/Zip: _____

Representative: _____ Telephone: () _____

Address: _____ City/State/Zip: _____

OWNERSHIP: Check One INDIVIDUAL () TRUST () PARTNERSHIP () CORPORATION ()

If ownership is a trust, partnership, or corporation, name the partners or principals and their addresses and positions on a separate attachment.

Print Name (and Title if Applicable)

Print Name (and Title if Applicable)

Signature of Applicant

Signature of Owner

ZONING REQUEST INFORMATION

SITE LOCATION: _____

LOT(S) NO(S): BLOCK NO: SIZE OF REQUEST:

EXISTING ZONING: _____

PROPOSED ZONING: _____

DESCRIPTION OF REQUEST: _____

(Please attach detailed map(s) showing proposed changes)

DOCUMENTATION
(Please provide the following)

TRAFFIC IMPACT STUDY (if applicable)
SITE MAP
PROPER SIGNATURES
CORRECT LOT & BLOCK

INDEX LOCATION MAP
PROPER FILING FEE
SURVEY MAPS (Metes & Bounds)

FILING FEE - \$650.00 PLUS \$125.00 NOTICE DEPOSIT

ACCEPTED BY: _____

DATE ACCEPTED: _____

**CITY OF JERSEY VILLAGE
PROCEDURES FOR REZONINGS**

The procedure for rezoning is set out in section 14-84 of the Development Code. Section 14-84 also refers back to section 14-10 Public Notice Procedure for notification to the public. For convenience, the procedure outlined below will incorporate both sections in a step-by-step process.

- (1) Applicant fills out a ZONING AMENDMENT APPLICATION available at City Hall. Applicant pays filing fee. Application will not be processed until receipt of the filing fee.
- (2) The application requires the name, address, etc. of the applicant and a description of the area proposed for rezoning. A plat map or copy of a portion of the Official Zoning Map is preferred. (Where this is inadequate or not available, staff will assist the applicant in obtaining a more descriptive map.)
- (3) The application will be submitted to the Planning and Zoning Commission for their review at the next available Commission meeting.
- (4) The Planning and Zoning Commission will review the proposal and approve a preliminary report to council containing its conclusions and recommendations to the City Council. The Commission will review the proposal according to its conformance with the Comprehensive Plan of the City.
- (5) At the next available City Council meeting after the Planning and Zoning Commission's preliminary review, Council will be presented with the application, the Planning and Zoning Commission's preliminary recommendations and a recommendation to call a joint public hearing of the City Council and the Planning Commission.
- (6) A joint public hearing will be called, with a date sufficient to provide for publication of a notice of the public hearing at least 15 days prior to the hearing (the public hearing will be set for approximately 27-30 days after the joint public hearing is called).
- (7) The City will mail notices of the public hearing to all adjacent property owners (within 200 feet for all property owners, 500 feet for residential property owners).
- (8) The City will post, at least 10 days before the public hearing, signs notifying the public of the date, time, and purpose of the public hearing in the street right-of-way adjacent to the tract(s).
- (9) The City Council and Planning and Zoning Commission will hold the joint public hearing.
- (10) After the close of the joint public hearing, the Planning and Zoning Commission will meet to approve a final report to the City Council. Upon receipt of the final report, the Council may act upon the application. Amendment to the Official Zoning Map (rezoning) requires council to adopt an ordinance with a specific map. If 20% or more of the property owners whose lands are lying within 200 feet of the site where the zoning change is requested are opposed to the rezoning, a $\frac{3}{4}$ majority of Council is required to adopt the ordinance.
- (11) If the ordinance amending the zoning map is approved, the Official Zoning Map is revised and a notation of its amendment, signed by the Mayor and attested to by the City Secretary is placed on the map. At this point the Rezoning is complete.
- (12) If the zoning amendment application fails to be approved, the applicant must wait 12 months before re-applying unless it can be shown that conditions or circumstances have materially changed since the first application.

**TIME LINE FOR ZONING
AMENDMENT
(in days)**

CITY OF JERSEY VILLAGE

