



City of Palmhurst
4417 N. Shary Rd.
Palmhurst, TX 78573-8345
Office: 956-583-8697 Fax: 956-581-4630

PLANNING & ZONING APPLICATION

Owner: _____ Cell Phone: _____

Address: _____ Home Phone: _____

Email Address: _____

CIRCLE ITEM BEING APPLIED FOR; FEE IS NON REFUNDABLE

.....
Site Plan Review-\$250.00 Conditional Use Permit-\$250.00 Rezoning-\$500.00
Variance-\$250.00 Public Hearing -\$500.00
.....

Legal Description: _____

CUP Desired For: _____

Rezoning Desired For: _____

Present Zone: _____ Zoning Change From: _____ To: _____

Variance Desired For: _____

Site Plan Review Desired For: _____

Print Name

Signature

Date

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Notice Mailed Out: _____

P&Z Action: Tabled Failed Passed Date: _____

Conditions: _____

City Council Action: Tabled Failed Passed Date: _____

Conditions: _____



City of Palmhurst
4417 N. Shary Rd.
Palmhurst, TX 78573-8345
Office: 956-583-8697 Fax: 956-581-4630

INFORMATION REQUIRED FOR MEETING/PUBLIC HEARING

CONDITIONAL USE PERMIT:

1. Site Plan showing parking, landscaping, ingress/egress, dimensions of building and of lot, location of dumpster, etc.; If no site plan is submitted, it will be placed 'on hold' pending its submittal.
2. Days and hours of operation.
3. Time frame for CUP: Life of Use, 1 year, 2 years, ____ month(s), etc.
4. Property's legal description and physical address.
5. Number of employees; # living in home; # of employees that do not reside in home.
6. Narrative of proposal. (What is proposed?)
7. Table showing City's requirements and proposal by owner (i.e., 10 parking spaces required by code, 12 proposed or 10% landscaping required, 22% proposed or 7 -3" caliper trees required, 11 proposed).
8. Any and all other pertinent information.

REZONING:

1. Warranty Deed of Property.
2. Survey of Property.
3. Metes and bounds description of the property.
4. Affidavit/letter from property owner to solicit change of zone.

VARIANCE:

1. Warranty Deed of Property.
2. Survey of Property.
3. Site Plan; If no site plan is submitted, it will be placed 'on hold' pending its submittal.
4. Narrative of request (What is being requested?)

SITE PLAN REVIEW:

1. Warranty Deed of Property.
2. Survey of Property.
3. Site Plan; If no site plan is submitted, it will be placed 'on hold' pending its submittal.

***NOTE:** Property owner is the only authorized agent to submit application.
Planning & Zoning Commission meets the 3rd Tuesday of each month.
Deadline for Planning & Zoning items is 20 days prior to the meeting date.
City Council meets the 3rd Monday of each month.