

Application Type:	
Project Name:	
Submittal Date:	

ZONING / VARIANCE / CONDITIONAL USE

APPLICATION & CHECKLIST

INSTRUCTIONS:

- + Fill out the following application prior to submission. Please include any plans for the project.
- → Use the most current application from the City's website (<u>www.cityofjarrell.com</u>) or at City Hall.
- City ordinances can be obtained at City Hall or by emailing the City Planner at planner@cityofjarrell.com.

REQUIRED ITEMS FOR APPLICATION:	
 1. Completed application form with owner's original signature. 2. a. Tax map(s) highlighting the subject property and showing the line extend b. List of property owners' names and addresses from the county apprain 200 feet of the perimeter of the tract (include the tract being re-zoned) c. One set of mailing labels for notification of adjacent owners from (b) at 3. The Public Hearing Signage document at the end of this checklist is signed at 4. Letter of intent explaining requested zoning change. Include statements supplied in 5. Field notes, dimensioned map or subdivision name with lot and block described in 6. Prepare an 8½" x 11" hard copy color map including the area of the requested areas within 1,000'. The zoning map can be found at www.cityofjarrell.co tab. Draw the boundary of your request on the maps with a black marker requested. 7. A physical description of the property including slopes or other topographic type), waterways, existing structures and any unique features of the site. 8. Copy of the deed showing current ownership. 9. Tax certificates or other evidence that all applicable property taxes have been 10. Rezoning Fees (calculation listed below). 	isal district (www.wcad.org) within and above. and dated. pporting request. ribing all proposed zoning districts. ed zoning change and surrounding am under community development and label the zoning district(s) c conditions, tree cover (extent and
FILING FEE CALCULATION:	
\$350.00 (Zoning Change)	\$
\$175.00 (Variance)	\$
\$175.00 (Conditional Use)	\$
TOTAL FEE (due at time of application submission):	\$



PROPERTY INFORMATION:			
Property Address:	Р	Property Acreage:	
Legal Description:	C	County Short ID #:	
Current Zoning:	P	Proposed Zoning:	
APPLICANT INFORMATION:			
is being submitted. The signature also indiall items on this checklist have been addr	nuthorizes the City of Jarrell staff to visit and in icates that the applicant or his/her agent has revessed and complied with. The agent shall be cuication will be conducted with the agent. If no	viewed the requirements of tonsidered the official and the	this checklist and he single point of
(Check One):			
I, the owner, will represent this application	n with the City of Jarrell		
	named below to act as my agent in processing this a	pplication with the City of Jarr	rell.
OWNERSHIP INFORMATION:			
PROPERTY OWNER:	Phone:	FAX:	
(If Property ownership is in the name of a para and the name of the managing partner)	tnership, corporation, joint venture, trust, or other	entity, please list the official na	ame of the entity
ADDRESS:	CITY:	STATE:	ZIP:
EMAIL:	CELL:	PAGER:	
I hereby request that my property, as described representative's permission to visit the site des	d above, be considered for a Minor Plat and I give C scribed in this application:	City Staff and elected or appoin	ted
Owner's Signature:		Date:	
AGENT INFORMATION:			
If an agent is representing the owner of th	ne property, please complete the following info	ormation:	
Project Agent:	Phone:	FAX:	
ADDRESS:	CITY:	STATE:	ZIP:
EMAIL:	CELL:	PAGER:	
I hereby authorize the person named abov	pe to act as my agent in processing this applica	tion:	
Owner's Signature:		Date:	
hereby attest that I prepared this applications applications.	on/checklist and that all information shown he	erein is correct and complete	e to the best of my
 Signature	Name (printed)	 Date	



Do Not Write Below – Staff Use Only				
Accepted for Processing by:		Date:		
Date of Public Hearing before Planning	& Zoning Commission:	City Council:		
PUBLIC H	IEARING SIGNAGE REG	QUIREMENTS		
	, AGREE TO POST PUBLIC 6 (AN AFFIDAVIT IS ENCLOSED).	NOTICE SIGNAGE IN ACCORDANCE		
Signature	Name (printed)	Date		
and times of the Planning & Zoning property for both meetings. Sign but not more than 30 days prior to	ng meeting and the City Council mees s must be placed on the property at lot the first meeting and shall remain unterested to be posted on the subject property	question notifying the public of the dates ting. These signs must be visible on the least 15 days prior to the meeting dates, ntil after the last public meeting date. y adjacent to all roadways at each corner		
	ation on the yellow signs in black, wa	aterproof ink with letters a minimum of		
Proposed				
	'PROJECT TYPE'			
(i.e. Concept Pla	n, Preliminary Plat, Re-Zone, Specia	l Use Permit, Variance)		
	FOR			
'PROJ	ECT NAME & FILE # – SPECIFIC	C REQUEST'		
	PUBLIC HEARING			
DATES/T	IMES:			



The owner or owner's agent is required to sign the attached affidavit indicating that signs will be posted in accordance with these Public Hearing Signage Requirements. Staff will check to determine if the signage is posted in accordance with requirements. Failure to post public hearing signage in accordance with requirements will result in invalid public notice and the applicant will be required to pay for new public notices, letter notices and signage fees and proceed through the notification again.

Do Not Write Below – Staff Use Only				
SIGNS ARE TO BE POSTED NO EARLIER THAN:				
SIGNS ARE TO BE POSTED NO LATER THAN:				
PLANNING & ZONING MEETING IS: CIT COUNCIL MEETING IS:				

