



PETITION FOR AMENDMENT TO THE ZONING ORDINANCE MAP

ZC - -20



APPLICANT _____ OWNER _____

ADDRESS _____

TELEPHONE _____

ADDRESS OF PROPOSED ZONE CHANGE _____

PRESENT LAND USE _____ PRESENT ZONING _____

PROPOSED LAND USE _____ PROPOSED ZONING _____

THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THIS APPLICATION:

- _____ COPY OF RECORDED DEED
- _____ TAX CERTIFICATES (CITY OF LAREDO, WEBB COUNTY, SCHOOL DISTRICT)
- _____ DEED RESTRICTIONS (IF APPLICABLE)
- _____ SITE PLAN (PLANO DE UBICACION)

LEGAL DESCRIPTION OF PROPERTY:*

LOT _____
 BLOCK _____
 SUBDIVISION _____
 NO. OF LOTS _____

TRACT _____
 SURVEY _____
 ABSTRACT _____
 NO. OF ACRES _____

* For properties not in a recorded subdivision submit a current survey and complete metes and bounds description by a Texas Registered Public Surveyor.

The undersigned has read the above application and does hereby certify that all information contained therein is true and correct. I further certify that I have been informed of the times and dates that this request will be considered by the Planning and Zoning Commission and the City Council.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

Note: If applicant is different from the owner named on the deed, the affidavit on page two of this application must be completed.

Yes No

Applicant was advised of a CUP _____

AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF WEBB

BEFORE ME, the undersigned official, on this day personally appeared _____,
who is personally know to me, and first being duly sworn according to law upon his/her oath deposed and said:

“My name is _____; I am over eighteen (18) years of age and I reside at _____.
I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property which is the subject of this proposed zone change. I have designated _____ to represent me in filling an application for a zone change with the Planning Department of the City of Laredo, and to appear on my behalf at all necessary meetings of the Planning and Zoning Commission and the City Council of the City of Laredo with respect to this zone change. In relation to this, it is my understanding that as owner of the fore mentioned property either I or my designated representative may appear on behalf of the proposed zone change. It has been explained to me and I understand that a written notice must be filed with the Director of Planning for the City of Laredo, Texas, to give notice to the City of the termination or substitution of representation in this zone case.”

Affiant

On _____, 20____, personally appeared _____ and
having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts therein are true and correct.

Notary Public, State of Texas

SITE PLAN GUIDE

An application for a zone change, Conditional Use Permit, or Special Use Permit requires a site plan. The site plan is used by the Planning & Zoning Commission and the City Council in their decision making process. Also, the site plan becomes an attachment to the ordinance. Therefore, the site must ultimately look like the site plan or the ordinance becomes null and void after P & Z and Council action.

An accurate site plan must be submitted or the case will be put on hold. The site plan must contain the following information before it can be accepted.

- 1) The site plan is to be drawn to scale, preferably on 8 ½ x 11 inch paper, (1 in. = 20 ft. usually works well.)
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries with measurements
- 4) Show any streets which abut the site. Street names must be included.
- 5) Provide north arrow.
- 6) All measurements shall be in feet and inches.

Other additional requirements of a site plan are:

- a. Show all existing and /or proposed entrances, exits, and off-street parking. Site plans for location which will be used for commercial purposes must show required off-street parking, maneuvering space, and fencing. No head-in parking is allowed.
- b. Show all existing and/or proposed buildings or structures on the site, and their dimensions. Any proposed structures on the site must be shown with the proper setbacks. (Setbacks should be drawn with dashed lines.)
- c. Location and dimensions of all proposed signage.

GUIA PARA EL PLANO DE UBICACION

La solicitud de un cambio de zona, Permiso de Uso Condicional o Permiso de Uso Especial, requieren presentar un plano de ubicación junto con su respectiva solicitud. Este plano es utilizado por la Comisión de Planeación y Zonificación así como por el Concilio de la Ciudad durante el proceso que se lleva para otorgar una decisión final. Además, el plano de ubicación se adjunta a la ordenanza y el sitio deberá mostrarse finalmente tal y como lo indica dicho plano o de lo contrario la ordenanza será nula e inválida en caso de que la comisión de Planeación y Zonificación de acuerdo con el Concilio hayan dado su aprobación.

El plano de ubicación deberá presentarse con la mayor precisión posible o el trámite se verá aplazado hasta obtener el correcto. Un plano de ubicación preciso debe contener la siguiente información antes de ser aceptado:

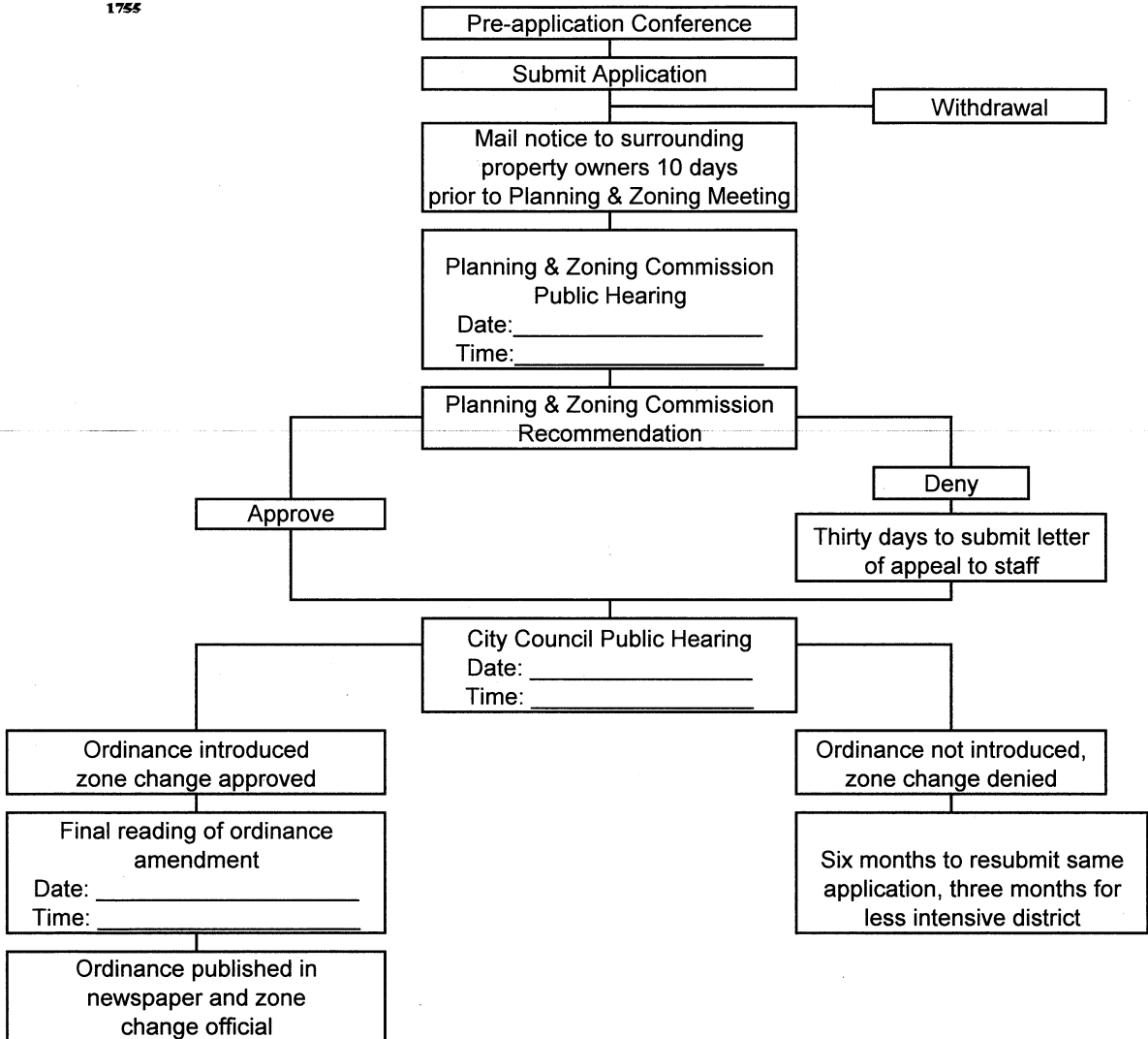
- _____ 1) Deberá ser dibujado a escala en una hoja de papel de 8 ½ x 11 pulgadas (por lo general la escala: 1 pulgada = 20 pies, funciona bien), incluyendo la flecha señalando el Norte.
- _____ 2) Deberá incluir la descripción legal correcta y el domicilio físico del sitio.
- _____ 3) Deberá mostrar todas las líneas divisorias y/o límites del terreno y sus medidas.
- _____ 4) Deberá mostrar las calles próximas al sitio incluyendo sus respectivos nombres.
- _____ 5) Deberá mostrar la flecha señalando el Norte en su plano.
- _____ 6) Todas las medidas deberán ser en pies y pulgadas.

Otros requisitos adicionales para el plano de ubicación son los siguientes:

- a. Deberá mostrar todas las entradas, salidas y estacionamientos existentes y/o propuestos.
*NOTA: Planos de ubicación que serán utilizados para propósitos de uso comercial, deberán presentar área de estacionamiento exclusiva, espacio de maniobras y cercados requeridos. No se permite estacionamiento ajeno al edificio.
- b. Deberá mostrar todos los edificios o estructuras existentes y/o propuestos en el lugar y sus dimensiones. *NOTA: Cualquier estructura propuesta en el sitio deberá mostrarse respetando las restricciones propias del terreno (los límites a respetar deberán dibujarse con línea interrumpida)
- c. Deberá mostrar ubicación y dimensiones de señalamiento y anuncios propuestos.



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	<u>Residential</u>	<u>Commercial / Industrial</u>
Less than one acre	\$200.00	\$250.00
One to five acres	\$250.00	\$300.00
Over five acres	\$400.00	\$400.00
Base Fee: Plus \$50.00 per acre for each acre over five acres.		

The maximum application fee for changes to the zoning classification of land is two thousand dollars (\$ 2,000). The acreage used in determining the fee shall be rounded off to the nearest whole acre.